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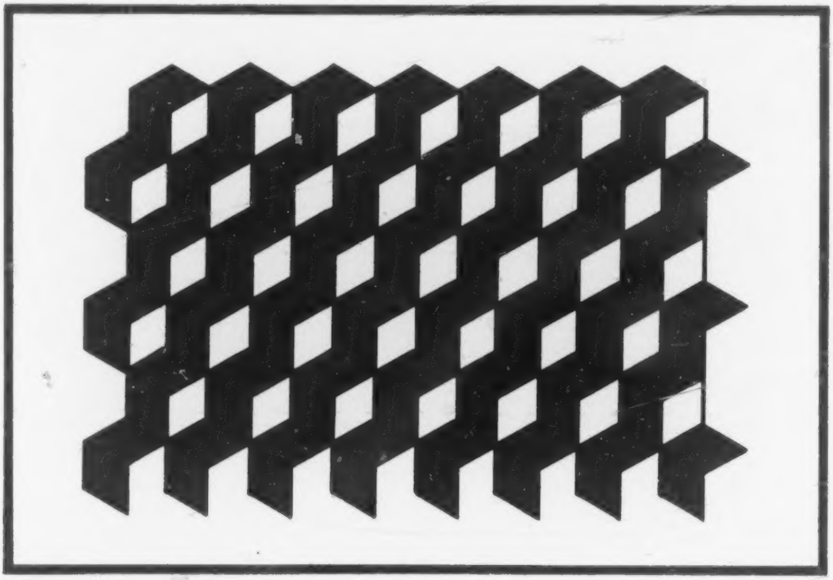
1989

AMS Office Salaries Report



Salary averages and starting rates for 20 "benchmark" clerical positions

Administrative Management Society, Trevose, PA

AMS
1989
Office Salaries Report

Salary rates for nonexempt office employees in the United States and Canada

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Administrative Management Society
Printed in the U.S.A.

Price — Members $90 Non-Members $140
(Price Subject to Change)

Administrative Management Society
4622 Street Road, Trevose, PA 19047
215-953-1040

A professional nonprofit association serving office management since 1919

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The following regions and cities are covered in this report:

EASTERN
Albany, NY
Allentown, PA (Lehigh Valley)
Binghamton, NY
Boston, MA
Buffalo, NY
Concord, NH
Harrisburg, PA
Hartford, CT
Lancaster, PA
Montgomery Cty., PA
Newark Area, NJ (Metro)
New York, NY
Philadelphia, PA
Pittsburgh, PA
Portland, ME
Providence, RI
Reading, PA
Rochester, NY
Stamford, CT
Syracuse, NY
Washington, DC
Westchester, NY
Wilmington, DE
York, PA

EAST CENTRAL
Akron-Canton, OH
Battlecreek-Kalamazoo, MI
Chicago, IL
Chicago (North/West), IL
Cincinnati, OH
Cleveland, OH
Columbus, OH
Dayton, OH
Detroit, MI
Evansville, IN
Fort Wayne, IN
Grand Rapids, MI
Indianapolis, IN
Rockford, IL
Toledo, OH

WEST CENTRAL
Cedar Rapids, IA
Davenport, IA
Des Moines, IA
Fargo-Moorhead, ND
Kansas City, MO
Lincoln, NE
Madison, WI
Mid-Missouri
Milwaukee, WI
Minneapolis-St. Paul, MN
Minnesota (Southern)
Omaha, NE
St. Louis, MO
Topeka, KS
Wichita, KS

SOUTHERN
Atlanta, GA
Birmingham, AL
Charlotte, NC
Columbia, SC
Dallas, TX
Fort Worth, TX
Georgia (Northwest)
Greensboro, NC
Greenville, SC
Houston, TX
Kingsport, TN
Knoxville, TN
Lexington, KY
Little Rock, AR
Louisville, KY
Norfolk, VA
Oklahoma City, OK
Orlando, FL
Raleigh, NC
Richmond, VA
Roanoke, VA
Sabine-Neches, TX
Tulsa, OK
Winston-Salem, NC

WESTERN
Denver, CO
Los Angeles, CA
Oakland-East Bay, CA
Phoenix, AZ
Portland, OR
Sacramento, CA
Salem Area, OR
San Francisco, CA
San Jose, CA
Seattle, WA
Sequoia/Palo Alto, CA

CANADA
Calgary, Alberta
Edmonton, Alberta
Grand Valley, Ontario
Hamilton, Ontario
Regina, Saskatchewan
Toronto, Ontario

Introduction

The AMS Management Information Committee is pleased to present the results of the 43nd annual AMS salary survey of office employees. This survey represents data collected from over 2,500 companies of all sizes and types across North America, incorporating over 162,000 nonexempt office employees.

Average, weighted average and starting rates, effective February 1, 1989, are provided for 20 typical clerical, secretarial and administrative positions commonly found in most companies.

The salary data is broken out by region (five in U.S., plus Canada), by type of business (seven) and by company size (two). Data is also reported for 94 cities across North America.

In addition, annual salary budget increases are given for 1989 (actual) and 1990 (projected) by region, type of business, size of company, and overall.

The AMS salary surveys are made possible through the cooperation of AMS chapters in cities throughout the United States and Canada. Salary survey coordinators in each chapter have solicited participation from a cross-section of member and nonmember companies in each city. Questionnaires are returned directly to AMS headquarters for processing to ensure the confidentiality of the salary data.

This report presents the overall results of the entire survey, with the breakouts as indicated above. More detailed results by city are provided to each chapter salary survey coordinator for publication of a local report. To determine the availability of a report for your city, contact the salary survey coordinator at AMS headquarters in Trevose, Pennsylvania.

We welcome your comments regarding the format of this survey, the positions covered, and other suggestions that will make this report a more effective tool for determining competitive salary rates for nonexempt office employees.

Guide To Use of Survey Data

The **1989 Office Salaries Report** presents weekly base salary rates for 20 "benchmark" nonexempt office positions found in most businesses throughout the United States and Canada, effective as of February 1, 1989. Rates for each position are reported by city and region overall, plus type of business and size of company breakouts.

In addition, salary budget information precedes the salary data, and reports actual increases for 1989 and projected increases for 1990. This information is reported overall by U.S. and Canada, by region, by type of business and by size of company.

EXPLANATION OF SALARY DATA

Each company participating in the survey was asked to provide one average rate for employees in each position. These rates are presented in this report as follows:

Weighted Average — the average weekly salary rate weighted by the number of employees per company.

Average — the weekly salary rate averaged by company. This "straight" rate is not affected by companies reporting a large number of employees, since each company's average for the position counts as one. Thus this rate may be more reliable in those cases where a large number of employees in one company has been reported and has strongly affected the weighted average. This can be seen where there is a significant difference between the "weighted average" and "average" figures. The "average" rate may also be more reliable where the sample size is small.

25th percentile — considering all the rates reported for a position, the low rate is the one that falls at the 25 percent mark up from the lowest rate reported. Rates less than this may generally be considered the extremes.

50th percentile — this rate represents the one that falls at the 50 percent mark (midpoint) of all the rates reported for a position. In a well-balanced sample, this rate will be close to the average.

75th percentile — this rate represents the one that falls at the 75 percent mark up from the lowest rate reported. Rates higher than this may generally be considered the extremes.

Start — the average weekly starting rate for the position.

APPLYING THE INFORMATION

Since this report is considered a "benchmark" survey, the positions as defined on the following pages are general. Survey respondents have been encouraged to include data for employees whose responsibilities are similar to those in the following descriptions, but whose titles may not be the same.

Therefore, the data in this survey should be used with discretion. You are urged to review the responsibilities of each position description before making comparisons with the positions in your company. Do not make comparisons by title alone. You should not expect the salaries of your employees to be the same as those in this report. The AMS data should be used in conjunction with other data and in consideration of such factors as location, benefits, unique company characteristics, availability of applicants, etc.

Non-supervisory (nonexempt) data processing employees do not usually move from city to city for better pay. It follows, then, that you are only competing for this type of employee with other firms in your city or industrial area. Many of these workers are not bound by industry lines so you should consider the rates paid by all types of businesses in your area.

A small number of responses for any given position in the city reports may not represent a sound sample. In this case, refer to position data for your region, type of business and/or size of company.

For further information about this or other AMS surveys, contact the salary survey coordinator at AMS Headquarters in Trevose, PA — 215-953-1040.

ams

1989 OFFICE SALARY SURVEY —
POSITION DESCRIPTIONS

A WORD PROCESSING OPERATOR — Uses word processing equipment to input and edit typed documents with established quality and time standards. Proofreads and edits own work. Equipment includes the use of stand-alone or shared-logic word processing system utilizing a CRT terminal.

B SENIOR WORD PROCESSING OPERATOR — Uses advanced word processing equipment and/or functions to produce and revise complicated documents, such as lengthy technical and statistical reports from complex source information, including the retrieval of text and data. May provide training and assistance to new or less experienced operators. May also schedule workload.

C ACCOUNTING CLERK — Checks, verifies and posts journal vouchers, accounts payable vouchers, payroll, or other simple accounting data of a recurring or standard nature.

D SENIOR ACCOUNTING CLERK — Maintains a complete set of accounting records in a small office, or handles one phase of accounting in a larger unit which requires the accounting training needed to determine proper accounting entries; reconciles entries; prepares accounting reports; analyzes accounting records to determine causes of results shown; etc. May direct work of other clerks.

E PAYROLL CLERK — Prepares input for each payroll including salary adjustments, special payments, tax allocations, and deductions. Codes and maintains time sheets. Prepares payroll bank deposits, and audits and balances payrolls. Assists in preparation and payment of payroll taxes. Prepares appropriate journal entries for expensing of salaries.

F CREDIT AND COLLECTION CLERK — Performs clerical tasks related to credit and collection activities. Includes performing routine credit checks; obtaining supplementary information; investigating overdue accounts; and following up by mail and/or phone to customers on delinquent payments.

G CLERK TYPIST — Produces drafts and/or finished typed copies of documents from a variety of originators. Form and content usually follow standard guidelines. May perform other clerical duties of minimum difficulty.

H GENERAL CLERK — Performs basic office or clerical duties on short assignments and tasks which are highly structured in accordance with established procedures. This is a higher-level position than a file clerk, involving a variety of routine and semi-routine duties.

I SENIOR GENERAL CLERK — Performs diverse clerical tasks requiring some analysis, judgment and a detailed knowledge of departments and/or company policies and procedures dealing with the incumbent's area of responsibility, such as claims operations, etc. May direct and check work of other clerks.

J FILE CLERK — Performs general alphabetical and numeric filing, sorting and cross referencing. Locates and removes material upon request and keeps records of its disposition. Maintains and updates files according to an established system. May deliver files, copy material from files, and purge outdated material.

K MAIL CLERK — Sorts and opens incoming mail for distribution. Sorts, stamps and dispatches outgoing mail. May distribute and collect mail.

L SHIPPING/RECEIVING CLERK — Performs manual and clerical duties related to the receipt and shipment of goods. Maintains records and processes paperwork for goods received and shipped according to established procedures.

M PURCHASING CLERK — Draws up purchase orders. Verifies specifications of purchase requests. Obtains prices and specifications. Compiles records, such as items purchased or transferred between departments, prices, deliveries, and inventories. Confers with suppliers concerning deliveries. May verify bills from suppliers with bids and purchase orders.

N SECRETARY — Performs a standard range of secretarial duties in a smaller company or for a supervisor in a larger firm. Duties may include taking dictation; transcribing from notes and/or dictation equipment; screening calls; making appointments; handling travel arrangements; answering routine correspondence; and maintaining filing systems.

O SENIOR SECRETARY — Performs standard and advanced secretarial duties for a smaller company or for middle management personnel in a larger company. Composes and/or takes and transcribes correspondence of a complex and confidential nature. Position requires knowledge of company policy.

P EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT — Performs a full range of secretarial and administrative duties for member of executive staff. Handles project-oriented duties and may be held accountable for the timely completion of these tasks. Relieves executive of routine administrative detail. Position requires an in-depth knowledge of company practice, structure and a high degree of secretarial/administrative skills.

Q LEGAL SECRETARY/ASSISTANT — Performs secretarial and/or administrative support services for a legal department or firm. Position requires some knowledge of legal terminology. May perform legal-related research activities.

R PERSONNEL CLERK — Performs clerical tasks relating to personnel activities. Includes checking employment applications for completed information; administering pre-employment tests; maintaining personnel records; following up with new employees regarding insurance and benefit information; maintaining attendance records; assisting with projects.

S SWITCHBOARD OPERATOR/RECEPTIONIST — Receives and directs incoming calls; greets visitors; performs basic clerical tasks.

T CUSTOMER SERVICE REPRESENTATIVE — Provides guidance and assistance to customers regarding problems with accounts or merchandise. Duties include searching records; investigating problems/complaints; policy interpretation; response preparation and adjustment; and correction of records.

Nonexempt Salary Budget Increases

1989 — Approved (%)

Type of Business	**Total U.S.**	**Eastern**	**East Central**	**West Central**	**South**	**West**	**Canada**
Manu./Proc./Const.	4.6	4.6	4.5	4.4	4.7	4.5	4.5
Bank./Ins./Fin.	5.3	5.5	5.3	5.1	5.2	5.3	5.2
Service	5.7	5.6	5.7	5.7	6.3	5.3	4.6
Retail/Wholesale	4.8	5.0	4.7	4.8	4.7	4.9	5.0
Util./Trans./Comm.	4.6	4.9	4.6	4.3	4.6	4.7	4.8
Educ./Govt./Nonprof.	4.9	5.5	4.7	4.7	4.6	3.8	4.5
Other	5.2	5.4	5.2	4.9	4.9	5.4	4.8
Total	**5.0**	**5.1**	**4.9**	**4.9**	**5.0**	**4.9**	**4.7**
Size of Company							
Under 500 Emps.	5.1	5.2	5.0	5.0	5.1	4.9	4.7
Over 500 Emps.	4.8	5.0	4.8	4.6	4.8	4.9	4.7

1990 — Planned (%)

Type of Business							
Manu./Proc./Const.	4.7	4.7	4.8	4.5	4.8	5.1	4.4
Bank./Ins./Fin.	5.5	6.9	5.4	5.1	5.2	5.1	5.3
Service	5.6	5.4	5.7	5.4	6.1	5.3	5.0
Retail/Wholesale	4.9	4.9	5.2	4.7	4.7	5.1	4.9
Util./Trans./Comm.	4.8	4.8	4.8	4.6	4.7	5.0	5.0
Educ./Gov't./Nonprof.	4.8	5.3	4.7	4.4	4.9	3.8	4.0
Other	5.4	5.4	5.5	5.0	5.3	5.9	4.9
Total	**5.1**	**5.3**	**5.1**	**4.8**	**5.2**	**5.1**	**4.6**
Size of Company							
Under 500 Emps.	5.2	5.5	5.1	4.9	5.2	5.1	4.7
Over 500 Emps.	4.8	4.8	4.9	4.6	5.0	5.2	4.0

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

TOTAL U.S.

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	305	360	306	372	350	326	294	282	332	246	263	318	347	333	360	447	445	349	294	350
AVERAGE	312	374	310	380	357	327	274	279	333	247	265	308	342	331	365	452	415	347	291	348
25TH	260	320	260	320	300	270	230	230	280	200	220	250	280	280	330	390	350	290	250	290
50TH	300	360	300	360	340	310	260	270	320	230	250	290	330	320	370	440	400	330	280	330
75TH	340	410	340	420	400	360	300	300	370	270	290	340	390	360	420	500	460	380	320	390
START	273	314	268	321	302	283	241	241	281	218	232	265	295	285	321	368	345	297	253	303
NO. COMPANIES	824	602	1633	1306	1162	690	715	1037	761	678	1108	816	854	1495	1277	1700	396	821	1739	1001
NO. EMPLOYEES	4661	2591	10506	6715	3391	3334	9611	15246	12713	4055	3939	3313	1951	21569	19174	9864	2507	2066	4475	12852

EASTERN UNITED STATES

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	313	372	320	370	359	326	305	285	334	254	272	330	354	336	383	454	429	367	309	342
AVERAGE	314	371	311	373	350	327	272	283	334	253	268	320	345	329	385	453	420	348	294	357
25TH	270	310	260	320	300	270	230	240	280	210	230	260	280	280	330	380	350	290	250	300
50TH	300	360	300	360	340	310	260	270	320	240	260	300	330	320	370	440	410	330	280	340
75TH	350	410	340	400	390	370	300	310	370	270	290	350	390	360	420	500	460	390	330	390
START	275	319	273	321	301	283	241	245	283	223	236	272	298	290	323	370	351	301	256	311
NO. COMPANIES	190	130	456	342	311	191	184	273	194	155	234	218	242	422	346	489	91	229	493	290
NO. EMPLOYEES	806	385	2644	1934	1191	919	2460	3773	2673	891	958	673	505	4683	4467	2371	521	445	1107	2895

EAST CENTRAL UNITED STATES

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	332	378	311	378	357	342	299	290	336	259	275	329	344	341	393	458	428	362	295	357
AVERAGE	304	370	313	380	362	336	279	283	336	249	267	321	346	333	384	453	403	351	293	356
25TH	260	320	270	330	310	290	240	240	280	200	220	260	290	290	330	390	340	300	250	300
50TH	300	360	300	370	350	320	270	270	330	240	250	310	320	320	380	430	390	340	280	340
75TH	330	400	340	420	400	370	300	310	370	270	300	360	390	360	420	500	450	380	320	390
START	272	309	271	319	304	292	245	243	283	217	233	275	296	285	319	369	341	300	255	316
NO. COMPANIES	192	135	368	303	294	164	150	238	175	162	256	201	211	347	305	374	83	196	406	232
NO. EMPLOYEES	784	503	2087	1293	597	740	1207	2977	2761	893	1042	825	401	5055	3827	1899	783	441	890	2239

WEST CENTRAL UNITED STATES

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	283	330	280	348	337	315	261	261	316	217	242	322	325	320	358	421	383	339	275	321
AVERAGE	294	352	296	364	349	314	263	266	319	231	253	296	321	316	367	432	392	327	275	325
25TH	250	300	250	310	300	260	220	220	270	190	210	240	260	270	320	370	350	270	240	260
50TH	280	350	290	350	330	300	250	260	310	220	240	280	310	310	360	420	380	310	260	300
75TH	320	400	320	410	380	340	290	280	350	250	270	330	360	340	400	480	430	360	300	370
START	256	292	256	311	295	270	230	233	272	207	221	253	281	270	309	350	328	293	241	281
NO. COMPANIES	202	149	346	273	238	143	156	220	171	162	246	167	167	301	265	347	97	160	351	194
NO. EMPLOYEES	1745	860	2746	1272	645	737	2194	3563	3335	940	676	926	496	4940	3290	1723	330	360	1162	2125

SOUTHERN UNITED STATES

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	291	344	306	372	329	306	296	282	338	224	252	285	333	324	369	434	453	322	286	373
AVERAGE	310	369	302	379	347	312	260	268	332	242	259	278	330	322	378	448	414	335	287	339
25TH	270	320	260	320	290	270	220	230	280	210	220	230	270	280	330	390	350	280	250	280
50TH	300	350	290	360	330	300	250	250	320	230	250	270	320	310	370	440	410	320	270	320
75TH	340	400	330	410	360	350	280	300	360	270	290	300	370	350	410	490	460	380	320	360
START	263	317	259	314	292	271	229	229	274	216	225	243	294	275	313	361	344	285	242	290
NO. COMPANIES	163	127	322	267	227	126	133	212	159	138	217	166	166	296	257	339	87	178	333	206
NO. EMPLOYEES	923	556	2414	1600	749	704	3226	3913	3145	852	757	674	404	5217	6075	3023	452	700	896	4167

WESTERN UNITED STATES

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	363	431	336	418	390	365	355	320	350	298	282	320	424	371	433	438	535	412	321	331
AVERAGE	377	457	350	436	409	363	321	308	361	277	290	339	404	362	450	502	486	421	321	372
25TH	320	380	300	370	350	300	260	250	310	230	240	280	360	320	390	430	440	350	270	320
50TH	380	440	340	420	400	350	300	290	350	260	280	320	400	360	430	480	480	390	310	370
75TH	420	510	380	470	440	390	350	340	400	320	320	360	430	420	490	550	530	460	340	410
START	328	379	306	372	353	328	288	269	316	244	260	301	343	334	381	423	401	365	288	327
NO. COMPANIES	77	61	141	121	92	56	62	34	62	61	95	64	68	129	104	151	38	58	156	79
NO. EMPLOYEES	397	287	615	616	209	234	524	1000	799	482	306	221	145	1668	1515	848	421	120	420	1426

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

TOTAL U.S. — Type of Business

MANUFACTURING/PROCESSING/CONSTRUCTION JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	327	378	322	396	365	337	298	303	369	261	287	364	358	364	406	476	433	345	297	367
AVERAGE	319	372	318	389	362	338	283	297	355	266	281	342	343	340	392	454	435	349	299	370
25TH	280	320	270	330	310	290	240	260	300	220	240	290	280	300	350	400	380	300	260	310
50TH	310	370	310	380	350	330	270	280	340	260	270	330	330	320	380	440	430	330	290	350
75TH	350	400	340	420	400	370	310	330	390	300	310	380	370	370	420	500	460	380	330	410
START	279	316	280	333	307	299	251	259	305	237	250	292	301	297	325	376	368	308	260	327
NO. COMPANIES	126	88	475	379	404	218	160	278	180	99	228	274	299	411	335	463	72	265	493	345
NO. EMPLOYEES	297	181	1769	1110	749	567	506	1440	1221	263	476	903	576	3297	2909	1870	158	462	972	1815

BANKING/INSURANCE/FINANCE JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	295	353	287	336	337	284	246	246	300	219	241	261	318	312	369	445	419	338	275	312
AVERAGE	294	356	290	355	343	295	254	251	306	227	242	258	324	310	369	442	403	328	277	316
25TH	250	300	250	300	290	250	220	220	270	190	200	220	270	270	320	380	330	270	240	260
50TH	280	340	280	340	330	280	250	240	290	220	230	250	310	300	360	430	390	310	260	300
75TH	320	390	320	390	380	330	280	270	330	250	270	280	370	340	400	480	450	370	300	340
START	257	295	248	298	288	257	223	221	261	201	211	225	276	267	302	354	329	276	237	276
NO. COMPANIES	301	217	357	308	226	125	207	274	229	271	340	150	161	310	311	384	131	191	369	275
NO. EMPLOYEES	980	609	1780	1606	405	591	1183	4915	4164	1826	1465	376	219	3443	3274	1739	439	300	767	4978

SERVICE(BUSINESS,EMPLOYMENT,ENTERTAINMENT,ETC.) JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	326	368	284	356	322	303	252	272	299	225	239	245	319	335	387	443	435	320	281	334
AVERAGE	323	392	301	375	343	318	260	265	308	250	256	286	328	330	389	453	386	330	284	327
25TH	270	330	250	310	290	270	220	220	270	200	220	220	260	280	330	370	330	280	240	280
50TH	310	380	290	360	330	310	240	250	290	240	240	270	310	320	370	430	380	310	270	310
75TH	360	430	320	400	400	350	290	300	340	280	280	320	360	360	430	500	440	360	310	360
START	287	325	264	329	289	276	239	227	258	224	228	241	269	289	338	373	323	281	248	290
NO. COMPANIES	101	70	144	106	101	61	46	67	46	69	86	57	48	139	110	159	41	59	196	88
NO. EMPLOYEES	393	195	593	288	214	205	227	546	364	311	254	181	76	1146	852	605	583	106	534	840

RETAIL/WHOLESALE SALES & DISTRIBUTION

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	342	404	250	356	314	326	265	305	356	289	286	326	335	334	411	468	431	329	300	316
AVERAGE	310	369	292	367	348	316	273	273	332	244	269	300	335	333	395	447	421	336	286	338
25TH	260	320	250	320	290	270	220	230	290	200	230	240	280	280	350	370	360	280	240	270
50TH	310	380	290	360	330	310	280	260	330	230	250	290	320	320	380	440	400	320	270	330
75TH	340	420	320	400	380	350	300	300	370	270	300	340	370	360	430	500	470	360	320	380
START	259	301	250	310	293	275	242	234	275	212	228	249	277	281	325	364	360	280	246	290
NO. COMPANIES	55	25	165	113	94	88	41	98	65	62	91	92	96	124	88	138	19	64	169	102
NO. EMPLOYEES	188	53	1504	523	284	270	148	1293	539	314	423	740	229	1183	921	536	33	128	328	922

UTILITIES/TRANSPORTATION/COMMUNICATIONS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	366	407	345	443	399	395	351	338	423	249	292	383	399	398	447	526	469	385	338	410
AVERAGE	356	400	367	449	422	391	331	332	420	304	304	361	399	383	454	513	488	395	346	394
25TH	320	350	310	370	340	330	280	270	360	240	260	290	330	340	380	450	400	340	290	330
50TH	360	400	350	450	400	400	320	320	430	300	280	330	400	370	450	520	470	390	340	380
75TH	390	450	420	500	470	440	380	380	470	340	310	440	470	420	500	550	540	450	390	440
START	298	339	297	365	356	318	270	269	333	260	261	314	328	321	371	410	392	315	286	323
NO. COMPANIES	34	31	86	76	57	51	39	64	47	29	70	44	36	82	79	94	23	40	89	78
NO. EMPLOYEES	149	117	1505	564	256	335	364	1336	1244	148	185	144	146	932	1121	584	44	222	175	3465

EDUCATION/GOVERNMENT/NONPROFIT

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	290	336	325	373	349	338	302	293	326	281	281	301	340	323	362	413	414	349	301	346
AVERAGE	312	369	316	373	357	331	280	281	328	255	279	303	348	321	365	425	395	361	288	346
25TH	260	310	260	320	310	270	240	240	280	210	230	250	290	280	310	350	340	300	250	290
50TH	300	360	300	360	350	310	270	270	320	240	270	290	350	310	360	410	390	340	270	330
75TH	340	400	340	410	380	370	300	300	360	270	300	330	390	350	390	460	450	390	310	390
START	271	314	271	316	302	285	247	245	276	225	243	265	307	278	311	356	338	308	252	316
NO. COMPANIES	111	86	228	175	165	70	152	155	126	69	155	135	121	257	211	262	55	113	226	45
NO. EMPLOYEES	2290	1202	2466	2055	1252	969	6835	5157	4704	923	769	776	542	9628	8550	3371	346	696	1159	292

OTHER

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	340	442	306	376	343	299	283	274	331	257	259	278	349	336	387	451	476	367	294	339
AVERAGE	335	407	316	393	353	316	274	280	334	261	261	288	356	332	387	474	424	362	290	358
25TH	290	350	270	340	300	280	240	240	290	220	230	240	300	290	330	390	360	290	250	290
50TH	320	380	310	390	350	300	260	270	320	240	250	280	350	320	380	450	410	350	280	340
75TH	360	430	350	430	390	360	290	320	370	280	290	300	400	360	410	520	470	410	320	400
START	301	359	280	329	304	273	238	240	285	224	232	253	306	287	327	379	353	309	259	306
NO. COMPANIES	96	85	178	149	115	67	70	101	68	79	138	64	93	172	143	200	55	89	197	68
NO. EMPLOYEES	364	234	889	569	231	397	348	559	477	273	367	199	163	1940	1547	1159	904	152	540	540

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE-REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

EASTERN U.S. — Type of Business

MANUFACTURING/PROCESSING/CONSTRUCTION JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	344	411	315	380	367	342	300	307	367	280	296	359	364	376	406	474	444	351	305	380
AVERAGE	334	385	313	379	358	339	280	303	358	277	287	347	346	338	395	455	439	341	306	386
25TH	290	320	280	330	310	260	240	260	310	220	250	290	280	300	350	400	390	290	260	330
50TH	330	350	310	360	350	330	280	290	350	270	270	340	330	320	380	440	420	330	300	370
75TH	370	420	350	410	390	380	310	330	400	320	310	400	370	360	430	490	460	370	330	420
START	251	316	234	329	309	295	250	258	301	245	253	294	309	305	321	382	359	304	261	343
NO. COMPANIES	34	22	151	121	124	67	49	32	61	27	75	96	94	131	101	147	18	83	164	115
NO. EMPLOYEES	68	52	484	350	266	171	182	484	249	65	175	327	177	914	812	561	48	116	212	684

BANKING/INSURANCE/FINANCE JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	286	338	313	342	328	278	234	244	232	233	235	251	318	315	366	456	394	334	271	311
AVERAGE	291	346	293	344	323	281	246	254	302	228	237	246	328	308	360	445	393	328	271	316
25TH	240	290	250	290	270	230	210	210	260	190	200	220	240	270	310	370	330	260	230	270
50TH	280	320	280	330	310	270	240	240	290	220	220	240	330	290	350	440	400	310	260	300
75TH	320	380	330	370	360	300	280	270	320	240	270	260	390	330	390	490	430	370	290	340
START	268	303	255	299	292	248	225	230	269	205	212	230	277	273	302	354	328	263	235	275
NO. COMPANIES	60	40	83	67	57	37	45	58	45	54	75	27	41	80	72	95	29	45	85	74
NO. EMPLOYEES	239	130	365	428	100	147	359	960	735	376	289	66	51	617	798	405	55	55	172	1338

SERVICE(BUSINESS.EMPLOYMENT.ENTERTAINMENT.ETC.) JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	334	384	281	340	350	313	254	250	291	259	257	304	354	345	384	419	431	373	296	357
AVERAGE	317	377	303	355	339	327	260	243	276	250	256	312	332	330	379	432	386	345	291	341
25TH	270	320	250	300	280	270	220	210	260	230	230	260	250	280	330	350	330	280	250	290
50TH	290	350	280	350	330	310	240	240	280	240	240	300	310	320	350	410	360	310	280	310
75TH	360	420	320	360	370	360	300	240	300	260	280	330	370	370	420	460	460	360	330	370
START	281	323	267	312	230	286	241	218	249	225	230	251	272	294	339	364	325	304	256	306
NO. COMPANIES	27	17	49	29	29	22	14	17	10	21	30	13	15	43	33	45	11	20	59	30
NO. EMPLOYEES	71	33	216	60	57	59	82	157	111	65	73	33	23	379	252	142	193	32	167	257

RETAIL/WHOLESALE SALES & DISTRIBUTION

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	285	325	270	353	256	334	246	251	332	244	287	317	320	274	404	442	377	316	278	339
AVERAGE	296	341	285	378	320	330	278	271	325	245	281	310	340	337	394	447	383	336	279	347
25TH	260	270	240	320	260	270	240	230	270	200	240	240	280	300	360	370	360	260	230	280
50TH	280	330	280	360	320	340	270	260	330	240	280	290	340	320	380	430	370	310	260	340
75TH	310	410	320	400	350	380	300	290	360	260	300	330	380	350	420	500	400	360	300	370
START	259	304	245	314	265	292	243	233	275	212	234	244	274	278	330	350	316	268	237	292
NO. COMPANIES	12	3	42	31	18	20	12	23	14	14	19	24	29	30	19	35	3	16	44	28
NO. EMPLOYEES	27	4	328	122	91	40	67	257	37	29	81	34	71	363	63	96	8	36	77	163

UTILITIES/TRANSPORTATION/COMMUNICATIONS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	351	350	388	437	430	431	322	326	418	312	277	336	391	384	458	550	506	425	339	373
AVERAGE	366	350	395	455	408	419	343	353	411	336	284	353	391	366	464	521	514	412	341	381
25TH	320	300	340	380	370	350	290	290	350	270	270	300	270	330	410	470	460	360	290	330
50TH	370	300	370	450	400	430	290	330	380	350	270	320	310	360	460	500	460	410	340	390
75TH	370	400	450	500	440	450	300	400	470	380	300	400	420	390	500	550	550	450	360	420
START	313	334	339	389	387	358	270	297	344	288	264	289	342	319	378	407	395	362	298	334
NO. COMPANIES	5	2	15	13	11	10	5	12	13	5	13	6	4	18	17	22	6	3	21	13
NO. EMPLOYEES	13	2	49	53	17	22	9	122	136	7	39	11	4	80	198	100	12	13	36	306

EDUCATION/GOVERNMENT/NONPROFIT

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	321	383	349	382	373	329	326	308	347	271	299	313	332	324	365	427	427	389	340	354
AVERAGE	310	380	310	368	351	314	274	279	333	255	280	304	342	316	364	425	418	356	286	356
25TH	260	340	260	320	290	270	230	220	280	220	230	250	290	280	310	340	340	310	250	260
50TH	280	380	300	350	330	310	250	260	310	260	280	290	330	310	360	400	400	330	280	330
75TH	330	400	330	390	370	320	290	310	370	270	300	340	380	340	400	470	450	390	310	360
START	267	326	267	306	293	259	236	247	274	210	246	270	304	280	314	358	347	310	256	313
NO. COMPANIES	24	22	60	46	44	18	40	40	32	17	45	35	33	70	57	80	12	29	63	12
NO. EMPLOYEES	254	113	1017	785	611	427	1632	1688	1306	306	219	107	140	1714	1753	741	167	145	311	28

OTHER

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	318	390	309	366	375	357	305	272	311	272	271	312	394	353	400	466	438	394	312	366
AVERAGE	341	393	322	396	370	335	293	285	322	279	274	321	377	340	401	486	451	391	301	362
25TH	300	340	270	330	300	280	260	250	280	240	240	260	290	290	340	380	400	320	260	300
50TH	320	380	310	390	350	350	270	270	310	260	260	290	360	320	380	470	460	390	300	360
75TH	360	420	350	440	410	380	310	320	340	300	290	400	410	370	420	540	500	460	320	400
START	310	346	294	353	320	291	257	250	281	253	249	282	317	296	335	392	398	348	274	321
NO. COMPANIES	28	24	56	35	28	17	19	31	19	17	37	17	26	50	48	65	12	27	57	18
NO. EMPLOYEES	114	51	205	116	47	53	129	105	39	43	82	35	39	622	591	326	38	48	132	119

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

EAST CENTRAL U.S. — Type of Business

MANUFACTURING/PROCESSING/CONSTRUCTION JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	299	368	322	397	357	339	288	294	332	241	271	370	350	351	383	464	416	353	300	361
AVERAGE	296	359	319	396	366	347	288	300	359	258	276	353	353	345	389	462	421	353	300	372
25TH	260	290	270	340	310	300	250	260	300	230	230	310	290	300	340	400	360	300	260	320
50TH	300	370	310	380	350	330	270	280	350	240	260	340	330	330	380	450	410	340	290	350
75TH	320	390	350	430	400	360	320	330	400	260	300	390	390	370	420	500	460	380	330	410
START	277	315	262	339	310	304	255	263	312	235	248	304	306	299	331	377	364	314	269	339
NO. COMPANIES	40	28	139	114	127	70	57	85	56	29	75	65	69	128	113	130	24	95	150	100
NO. EMPLOYEES	67	64	500	237	216	209	141	423	558	96	152	269	162	899	992	588	63	139	205	532

BANKING/INSURANCE/FINANCE JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	297	351	276	343	309	288	258	237	283	225	260	273	305	316	363	435	423	360	275	315
AVERAGE	284	341	283	352	330	291	256	246	285	225	236	256	306	305	354	422	392	337	274	314
25TH	250	300	240	290	290	250	220	210	250	190	200	210	270	270	310	370	330	280	240	250
50TH	270	330	270	330	320	260	240	230	280	210	230	250	290	290	340	410	380	330	270	300
75TH	310	370	300	390	360	310	270	260	320	240	250	270	330	340	390	460	450	360	300	340
START	251	280	242	294	284	251	222	211	243	197	206	218	253	264	290	341	323	288	237	277
NO. COMPANIES	60	37	64	65	42	23	42	50	43	50	62	26	29	56	51	70	24	34	73	56
NO. EMPLOYEES	166	112	305	292	75	97	214	781	640	287	354	69	45	798	569	363	152	88	127	358

SERVICE(BUSINESS.EMPLOYMENT.ENTERTAINMENT.ETC.) JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	314	404	285	361	352	345	277	279	359	232	264	291	351	337	401	465	324	299	280	331
AVEPAGE	315	407	314	364	365	350	270	278	340	247	261	313	355	329	375	467	363	308	285	326
25TH	250	350	270	290	300	320	240	230	270	200	230	250	300	290	330	400	300	280	260	280
50TH	290	390	300	350	360	330	270	270	310	240	240	280	340	320	370	460	380	280	270	320
75TH	350	440	330	380	410	370	280	320	430	290	280	360	400	340	400	520	400	350	310	370
START	275	320	263	335	299	311	242	242	203	196	232	275	306	289	322	383	306	281	248	285
NO. COMPANIES	24	19	27	24	19	11	9	15	12	15	18	14	11	30	27	36	9	10	38	17
NO. EMPLOYEES	73	25	158	55	28	27	16	51	63	44	35	29	16	260	202	133	45	19	75	142

RETAIL/WHOLESALE SALES & DISTRIBUTION

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	361	411	297	359	349	313	303	337	366	313	293	306	326	366	407	478	403	306	326	338
AVERAGE	321	379	302	377	362	320	282	279	339	253	268	316	333	338	390	450	407	325	298	360
25TH	270	320	270	310	320	290	220	240	290	210	220	280	300	300	350	380	360	310	250	320
50TH	330	380	300	360	350	310	280	270	330	250	250	310	320	330	380	450	370	310	290	350
75TH	360	460	320	390	400	330	320	300	360	270	300	340	340	350	420	500	430	340	320	390
START	269	284	254	280	300	268	257	220	268	210	218	246	279	278	319	364	323	274	251	323
NO. COMPANIES	15	7	37	20	22	14	12	22	16	15	17	20	21	24	20	30	4	14	33	20
NO. EMPLOYEES	105	26	463	183	72	36	22	717	253	197	195	146	58	425	499	199	6	31	130	124

UTILITIES/TRANSPORTATION/COMMUNICATIONS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	364	442	366	446	480	429	353	313	470	229	295	354	441	394	464	498	383	487	339	472
AVERAGE	337	399	386	460	479	405	319	333	447	311	334	362	443	380	492	508	456	459	345	415
25TH	250	280	320	420	400	320	230	240	380	190	260	290	430	320	350	420	340	410	280	340
50TH	350	400	330	460	450	400	300	270	460	300	310	310	470	360	490	500	340	500	320	370
75TH	390	480	440	520	480	430	380	360	480	410	490	450	490	440	510	550	550	510	420	520
START	306	321	311	343	341	327	287	298	401	266	265	353	370	317	343	398	345	328	271	353
NO. COMPANIES	7	6	14	13	11	8	8	12	7	7	13	10	6	17	14	14	2	5	11	15
NO. EMPLOYEES	21	37	173	169	29	77	138	247	224	66	35	29	7	200	222	77	6	34	20	331

EDUCATION/GOVERNMENT/NONPROFIT

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	345	365	332	367	363	362	309	302	334	292	305	324	364	343	392	451	391	364	297	348
AVERAGE	325	370	328	360	353	349	289	292	331	271	293	302	358	327	377	435	387	356	293	358
25TH	280	330	290	310	320	270	270	260	280	220	250	250	290	280	330	370	330	310	250	250
50TH	320	360	320	360	350	330	280	280	340	270	280	300	330	320	380	410	390	350	280	390
75TH	350	410	360	410	390	380	310	300	370	290	320	330	390	360	400	470	410	390	320	420
START	289	315	280	309	296	306	252	250	282	239	255	263	316	278	320	362	356	299	258	339
NO. COMPANIES	23	17	54	36	46	20	39	32	27	23	39	32	35	59	50	56	8	29	55	9
NO. EMPLOYEES	225	173	321	213	126	132	598	619	947	131	160	243	80	1945	1059	323	12	106	191	68

OTHER

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	352	409	312	376	351	306	268	244	335	252	253	275	331	317	401	456	440	360	279	435
AVERAGE	317	393	303	383	355	310	255	272	347	248	252	280	329	317	378	477	421	352	285	373
25TH	270	360	280	350	300	280	240	230	300	220	220	240	280	290	320	390	350	280	250	300
50TH	310	390	300	370	360	290	250	250	350	240	250	250	320	310	360	430	410	330	270	350
75TH	340	430	340	430	390	340	290	320	390	260	280	310	360	330	410	510	440	370	300	410
START	285	348	266	324	307	276	223	231	283	213	218	239	266	274	319	387	355	283	243	319
NO. COMPANIES	23	19	33	31	27	18	13	22	14	23	32	14	21	33	30	38	12	18	46	15
NO. EMPLOYEES	127	66	167	84	51	102	79	133	76	102	111	40	33	528	284	216	499	25	142	84

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

WEST CENTRAL U.S. — Type of Business

MANUFACTURING/PROCESSING/CONSTRUCTION — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	317	357	329	404	364	326	308	283	348	247	278	334	301	376	415	460	441	325	292	333
AVERAGE	306	367	307	384	360	323	277	285	341	258	273	324	307	330	376	435	452	335	282	336
25TH	260	310	260	320	310	280	220	240	280	230	240	260	250	290	340	380	360	290	240	270
50TH	300	370	290	370	340	320	270	270	330	250	250	300	310	320	370	420	430	330	270	330
75TH	330	380	340	430	400	360	320	300	380	310	290	360	340	370	400	480	480	360	310	370
START	262	326	269	330	298	289	248	256	298	226	243	277	275	287	320	363	371	295	248	294
NO. COMPANIES	27	17	88	62	72	43	26	48	33	26	43	40	52	71	54	87	16	43	63	57
NO. EMPLOYEES	75	30	354	215	92	88	97	196	146	38	72	151	34	563	484	284	24	63	418	204

BANKING/INSURANCE/FINANCE — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	284	340	277	315	333	288	243	244	303	208	228	251	319	302	350	432	380	314	261	319
AVERAGE	283	349	288	349	345	316	250	246	310	221	242	257	319	307	358	436	380	315	268	309
25TH	250	290	250	290	300	240	210	220	270	190	200	210	260	270	310	390	330	260	220	250
50TH	270	340	270	330	330	280	240	230	290	210	230	240	310	300	350	420	370	290	250	290
75TH	300	400	310	380	370	340	270	260	340	240	260	290	350	330	390	470	410	350	300	350
START	246	278	240	289	265	251	214	216	253	195	204	221	279	254	292	343	309	270	230	269
NO. COMPANIES	88	66	97	92	53	24	54	61	64	77	95	47	37	77	61	97	34	46	96	61
NO. EMPLOYEES	298	173	506	443	87	122	311	1730	1326	545	381	127	49	676	597	342	69	58	198	761

SERVICE(BUSINESS,EMPLOYMENT,ENTERTAINMENT,ETC.) — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	318	386	287	373	316	301	255	296	336	205	223	263	282	327	371	451	382	304	270	294
AVERAGE	307	370	277	354	319	303	248	254	300	230	237	263	291	299	380	437	372	311	265	288
25TH	260	310	250	300	290	290	200	220	270	200	190	210	260	270	320	360	350	300	240	230
50TH	300	360	270	320	310	300	230	240	280	210	220	240	280	290	380	400	370	300	260	300
75TH	340	400	300	400	330	330	270	270	310	230	260	300	310	320	430	490	390	350	280	310
START	257	273	244	302	266	260	227	221	252	221	217	235	241	259	326	341	324	264	237	261
NO. COMPANIES	23	16	25	19	21	13	5	12	10	13	15	10	6	23	18	31	9	11	36	19
NO. EMPLOYEES	101	42	68	60	38	72	32	176	93	80	71	16	3	265	176	128	122	18	108	133

RETAIL/WHOLESALE SALES & DISTRIBUTION JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	280	336	131	329	326	280	278	239	319	220	257	351	337	330	365	430	384	317	271	273
AVERAGE	270	266	266	316	337	281	254	266	304	218	250	297	304	308	361	429	384	303	269	297
25TH	210	310	240	290	300	240	220	220	230	180	230	220	280	260	300	330	330	250	240	260
50TH	280	370	260	330	320	270	260	270	290	220	240	270	290	300	350	420	380	280	260	270
75TH	320	360	300	360	360	300	280	300	330	240	280	360	330	350	400	470	400	340	290	330
START	246	306	245	296	297	253	220	234	242	199	218	247	259	265	307	360	368	267	238	246
NO. COMPANIES	11	5	34	24	21	24	10	19	12	15	21	19	22	25	20	24	4	12	33	21
NO. EMPLOYEES	19	6	373	85	43	85	40	97	80	31	63	381	56	118	92	73	4	24	40	419

UTILITIES/TRANSPORTATION/COMMUNICATIONS JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	373	394	318	414	366	335	367	336	415	305	296	459	462	384	422	521	452	351	295	368
AVERAGE	355	390	348	452	385	333	347	333	388	256	293	394	402	378	429	493	460	355	338	405
25TH	300	350	300	400	330	320	280	270	350	200	240	310	330	340	370	420	370	290	270	300
50TH	330	390	320	450	360	360	360	310	360	240	290	380	350	350	410	430	460	350	340	380
75TH	410	440	380	490	440	400	380	380	440	250	310	460	440	410	490	530	500	400	400	460
START	304	340	291	386	352	275	279	269	331	239	262	326	320	316	366	408	369	325	285	335
NO. COMPANIES	10	9	20	16	12	11	8	10	7	4	16	11	8	17	19	20	7	7	20	16
NO. EMPLOYEES	55	23	601	73	144	85	73	326	317	17	47	45	46	183	226	140	15	48	40	506

EDUCATION/GOVERNMENT/NONPROFIT JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	274	315	302	346	316	358	257	257	301	226	246	282	310	309	334	371	346	364	264	327
AVERAGE	293	333	310	367	363	347	266	270	317	232	258	307	349	309	351	397	357	337	272	304
25TH	260	260	260	310	310	290	230	240	260	190	220	250	290	270	300	340	290	280	240	240
50TH	300	320	300	350	350	330	260	250	310	230	240	300	360	290	340	380	370	340	260	270
75TH	320	380	330	410	400	360	290	280	350	240	270	330	390	340	380	450	390	370	300	380
START	255	285	258	309	303	290	236	240	277	212	233	263	305	265	298	328	315	288	237	310
NO. COMPANIES	27	23	52	43	36	16	34	36	34	12	31	27	26	60	50	61	18	23	52	6
NO. EMPLOYEES	1162	568	466	292	194	190	1566	997	1329	172	197	167	199	2899	1599	641	58	121	293	14

OTHER JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	281	366	272	336	311	281	256	272	295	237	242	262	296	316	345	413	381	339	260	301
AVERAGE	297	369	281	354	322	294	250	261	310	243	242	269	319	303	356	435	376	336	259	354
25TH	240	320	240	290	270	260	210	220	240	210	210	230	240	250	290	370	350	270	220	270
50TH	300	350	270	320	310	290	250	240	300	220	240	260	280	300	340	410	360	300	250	300
75TH	320	420	320	410	360	310	270	300	350	260	260	290	360	330	410	500	390	380	280	470
START	281	321	255	300	275	254	224	226	284	214	217	227	282	267	308	340	307	292	240	283
NO. COMPANIES	16	11	30	27	23	12	16	14	11	15	25	13	16	28	23	27	9	18	31	14
NO. EMPLOYEES	35	18	178	104	47	95	75	61	38	57	45	39	43	236	116	115	38	28	65	38

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

SOUTHERN U.S. — Type of Business

MANUFACTURING/PROCESSING/CONSTRUCTION	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	329	357	320	401	369	332	302	319	463	268	300	396	358	348	430	503	447	334	295	368
AVERAGE	334	366	315	385	352	331	282	288	357	272	282	318	341	335	392	449	437	345	295	358
25TH	280	310	270	330	300	290	240	250	310	220	220	270	280	300	350	400	380	290	260	300
50TH	330	340	300	380	340	320	260	270	340	230	270	300	330	330	380	440	430	330	280	330
75TH	350	400	340	420	380	360	300	310	380	320	330	340	370	360	420	490	460	370	310	400
START	296	311	275	324	295	305	243	254	304	250	251	273	297	287	320	362	386	309	252	316
NO. COMPANIES	22	20	74	61	64	30	20	37	25	13	30	41	51	66	56	78	14	44	74	54
NO. EMPLOYEES	61	34	397	139	148	69	75	232	260	89	71	135	118	835	583	386	23	132	107	355

BANKING/INSURANCE/FINANCE	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	285	339	267	329	337	261	241	240	298	211	230	244	303	304	355	424	409	311	274	300
AVERAGE	283	349	277	349	342	278	244	247	311	225	235	248	314	302	360	438	402	306	283	312
25TH	250	300	250	300	300	260	220	220	270	200	200	210	260	270	320	380	330	250	250	260
50TH	280	330	260	340	330	270	240	240	300	220	230	230	300	290	350	430	360	290	280	310
75TH	310	380	300	370	380	310	260	260	340	250	260	270	350	320	380	480	450	320	320	330
START	249	293	238	289	283	254	220	219	262	202	208	214	269	262	289	352	336	256	228	272
NO. COMPANIES	60	47	77	65	50	29	43	62	55	63	74	34	38	67	71	83	28	47	80	63
NO. EMPLOYEES	157	100	457	316	102	167	201	1039	1145	455	312	72	54	700	862	406	66	70	167	1463

SERVICE(BUSINESS.EMPLOYMENT.ENTERTAINMENT.ETC.)	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	367	386	301	361	303	270	224	217	230	216	234	224	266	329	376	441	500	285	278	326
AVERAGE	345	386	303	362	346	283	236	254	277	257	253	256	296	319	393	439	414	330	274	334
25TH	320	350	250	340	280	250	200	240	220	240	220	200	230	260	350	380	360	230	220	280
50TH	340	390	300	360	300	260	230	250	290	240	240	240	260	310	370	420	420	300	260	320
75TH	380	440	350	410	400	320	260	310	320	310	290	290	290	350	430	500	480	380	310	350
START	319	373	279	328	280	235	221	213	258	231	224	213	249	274	340	365	358	260	235	294
NO. COMPANIES	19	10	29	22	22	10	10	14	7	14	15	15	12	28	18	28	7	13	42	17
NO. EMPLOYEES	98	50	95	55	56	24	41	92	48	66	46	63	24	164	148	157	203	33	120	210

RETAIL/WHOLESALE SALES & DISTRIBUTION

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	293	373	287	362	311	292	250	257	349	233	258	248	295	344	423	476	452	336	285	311
AVERAGE	287	375	286	368	331	295	245	254	326	246	262	253	304	327	410	440	448	332	281	303
25TH	260	350	250	320	280	260	220	230	270	200	240	200	250	260	340	360	360	280	230	250
50TH	280	370	280	350	320	290	220	240	320	220	250	250	280	310	380	410	460	320	270	300
75TH	330	420	300	390	360	320	280	260	360	260	290	290	330	340	420	470	470	390	320	340
START	253	304	233	313	272	265	247	227	284	215	230	239	271	281	325	350	432	290	242	265
NO. COMPANIES	9	5	31	24	20	14	3	18	14	9	18	17	12	24	18	29	4	14	32	16
NO. EMPLOYEES	15	8	215	76	37	39	10	109	99	14	30	87	17	140	149	106	6	19	41	41

UTILITIES/TRANSPORTATION/COMMUNICATIONS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	357	368	378	445	401	395	344	350	405	232	290	340	343	399	445	523	467	354	333	456
AVERAGE	366	401	343	429	403	377	320	322	424	281	299	334	360	390	440	508	469	382	338	384
25TH	330	350	300	360	330	310	290	250	390	230	250	250	320	340	380	470	380	350	290	320
50TH	360	400	330	430	390	380	320	320	440	300	270	300	360	380	430	520	400	380	340	380
75TH	380	440	400	490	440	430	350	380	450	310	290	390	400	420	470	550	540	440	380	440
START	273	341	255	328	341	291	242	249	239	249	253	294	285	314	379	405	376	283	276	290
NO. COMPANIES	7	8	27	25	16	16	13	22	17	10	20	12	13	23	22	28	6	17	26	26
NO. EMPLOYEES	29	40	454	235	53	130	134	598	534	49	51	43	74	345	446	231	8	109	61	1726

EDUCATION/GOVERNMENT/NONPROFIT

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	264	322	287	352	301	313	300	284	319	236	266	265	352	311	351	400	399	307	263	329
AVERAGE	290	365	292	365	325	306	251	252	310	227	268	260	312	295	338	418	410	326	271	338
25TH	250	290	240	310	280	250	220	220	270	200	230	230	270	260	310	360	360	280	240	300
50TH	290	340	280	360	320	280	240	260	310	210	260	250	310	290	340	410	400	330	260	330
75TH	310	360	320	390	340	330	270	280	350	260	290	290	360	330	370	460	420	350	290	380
START	259	316	257	314	290	264	229	214	258	213	222	229	275	259	292	344	325	289	232	290
NO. COMPANIES	27	17	44	34	28	14	28	34	25	12	28	31	20	47	39	45	11	22	41	15
NO. EMPLOYEES	514	280	562	537	286	140	2718	1649	986	134	159	223	82	2666	3475	1411	58	301	287	159

OTHER

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	351	403	308	387	329	269	251	259	342	242	255	273	367	318	355	429	407	356	264	296
AVERAGE	334	398	322	406	349	306	257	279	335	255	264	275	365	327	376	468	392	354	281	349
25TH	280	340	280	340	300	270	210	240	260	220	230	250	330	290	330	400	320	290	250	290
50TH	340	360	320	390	340	300	260	280	320	230	250	270	350	320	370	440	390	350	270	350
75TH	360	420	350	430	390	300	270	320	340	280	290	290	370	350	390	500	430	400	310	390
START	287	356	278	329	301	259	223	237	280	220	234	247	325	278	319	369	321	301	254	289
NO. COMPANIES	19	20	40	36	27	13	16	25	16	17	32	16	20	41	33	48	17	21	38	15
NO. EMPLOYEES	55	44	234	182	67	115	47	144	73	45	88	51	35	345	412	326	82	36	113	213

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

WESTERN U.S. — Type of Business

MANUFACTURING/PROCESSING/CONSTRUCTION JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	511		354	461	399	358	287	325	369	281	359	387	443	439	497	526		425	307	378
AVERAGE	471		359	436	406	363	289	304	365	269	343	368	403	389	456	504		430	304	396
25TH	400		320	380	370	320	260	250	350	240	300	320	350	320	390	440		350	260	340
50TH	460		330	450	390	340	290	280	370	240	370	350	400	410	440	500		380	290	400
75TH	550		400	480	430	380	300	360	390	260	380	390	450	450	520	550		490	310	440
START	382		301	368	355	327	264	273	339	228	307	314	335	315	368	427		373	270	326
NO. COMPANIES	3		23	21	17	8	8	16	5	4	5	12	14	15	11	21		9	22	19
NO. EMPLOYEES	6		54	49	25	10	11	39	8	5	6	21	25	86	38	51		12	30	40

BANKING/INSURANCE/FINANCE JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	354	417	338	392	415	345	285	283	341	238	266	317	383	326	431	502	447	394	310	336
AVERAGE	355	426	333	413	407	350	294	280	331	257	275	305	383	354	450	498	483	408	307	346
25TH	310	370	300	360	350	290	250	240	310	220	250	270	350	330	390	440	440	350	270	300
50TH	350	410	320	400	400	340	290	270	320	250	270	290	390	350	420	470	470	410	300	340
75TH	400	470	360	440	440	390	320	300	340	280	300	310	410	370	480	540	500	430	330	370
START	318	354	293	352	338	332	261	246	296	226	252	275	324	314	378	407	393	344	284	315
NO. COMPANIES	33	25	36	29	24	12	23	23	22	27	34	16	16	30	36	39	16	19	35	21
NO. EMPLOYEES	120	94	147	127	41	58	98	405	318	163	129	42	20	652	448	223	97	29	103	458

SERVICE(BUSINESS.EMPLOYMENT.ENTERTAINMENT.ETC.) JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	265	236	265	351	291	272	260	312	226	218	214	188	392	318	421	439	332	350	264	353
AVERAGE	364	441	310	469	358	308	305	313	341	285	288	276	392	400	443	522	414	350	312	365
25TH	270	340	260	370	320	270	300	260	270	260	230	220	350	320	400	440	340	310	270	330
50TH	350	410	310	400	340	280	310	310	360	270	300	260	360	400	440	500	440	360	300	350
75TH	370	510	350	470	410	340	320	360	400	330	330	360	410	430	500	550	500	400	340	400
START	326	378	284	406	344	286	271	259	308	260	247	231	309	352	380	444	301	299	275	330
NO. COMPANIES	8	6	14	12	10	5	5	9	7	6	8	5	4	15	14	19	5	5	21	5
NO. EMPLOYEES	50	45	56	38	35	23	57	80	43	56	29	40	4	78	74	45	14	5	64	98

RETAIL/WHOLESALE SALES & DISTRIBUTION

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	412	490	321	388	369	404	276	330	386	277	310	354	416	387	447	503	503	404	302	381
AVERAGE	389	467	336	413	403	363	297	297	381	266	286	322	413	359	436	475	474	411	306	379
25TH	310	380	290	370	350	320	230	250	320	210	220	260	350	300	380	400	330	320	260	320
50TH	420	510	340	430	400	360	250	290	380	250	260	290	410	330	430	480	490	360	300	380
75TH	450	510	400	440	430	390	330	320	430	300	320	330	420	410	480	520	520	460	360	410
START	326	293	296	369	351	313	263	261	315	252	248	286	329	321	372	416	422	347	287	337
NO. COMPANIES	8	5	21	14	13	16	4	16	9	9	16	12	12	21	12	20	4	8	27	17
NO. EMPLOYEES	22	9	125	57	41	70	9	113	70	43	54	32	27	137	118	62	9	18	40	175

UTILITIES/TRANSPORTATION/COMMUNICATIONS

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	364	468	352	483	528	476	312	357	503	335	321	369	468	430	487	550	583	448	432	299
AVERAGE	360	448	399	478	457	466	339	321	443	366	325	361	452	427	470	559	636	403	385	387
25TH	360	380	350	380	350	380	230	190	260	290	260	320	400	340	330	430	470	350	320	270
50TH	370	440	370	450	450	450	340	290	490	340	280	380	430	430	450	540	470	350	340	380
75TH	380	470	480	550	550	540	370	340	550	460	340	380	430	540	550	550	0	450	430	440
START	290	366	350	410	373	377	311	256	351	265	269	290	384	365	383	455	530	301	298	330
NO. COMPANIES	5	4	10	9	7	6	5	8	3	3	8	5	5	7	7	10	2	2	11	8
NO. EMPLOYEES	31	15	28	34	13	21	10	43	33	9	13	16	15	124	29	36	3	18	12	596

EDUCATION/GOVERNMENT/NONPROFIT

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	380	396	379	433	441	309	399	376	362	378	331	422	436	411	430	503	471	481	361	458
AVERAGE	393	464	374	451	466	339	399	363	396	304	307	420	424	410	447	503	449	513	354	399
25TH	330	390	290	360	350	300	290	300	330	230	260	320	370	320	350	380	380	380	220	300
50TH	390	470	350	430	400	300	320	340	380	330	230	360	390	360	420	460	390	430	310	370
75TH	460	530	370	440	550	370	420	360	420	340	330	430	460	450	510	550	520	520	360	520
START	323	375	336	330	400	360	360	331	342	272	263	394	376	359	387	~~465~~	391	477	317	419
NO. COMPANIES	10	7	18	16	11	2	11	13	8	5	12	10	7	21	15	20	6	10	15	3
NO. EMPLOYEES	135	66	100	228	35	20	321	204	136	180	34	36	41	382	684	255	51	23	77	23

OTHER

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	415	584	344	417	366	344	381	329	342	324	253	272	399	384	426	482	594	368	331	375
AVERAGE	416	514	361	435	382	344	360	303	374	306	280	283	397	365	461	492	562	358	327	336
25TH	370	400	310	370	330	290	310	270	310	240	220	240	340	310	400	430	460	320	300	270
50TH	400	530	350	410	370	320	350	330	360	270	250	250	390	360	410	470	550	340	320	310
75TH	480	550	400	460	420	400	410	340	410	360	300	280	430	400	480	550	550	390	360	400
START	375	469	310	347	325	269	298	267	320	226	250	258	360	330	408	395	452	304	288	309
NO. COMPANIES	10	11	19	20	10	7	6	9	8	7	12	4	10	20	9	22	5	5	25	6
NO. EMPLOYEES	33	55	105	33	19	32	18	116	191	26	41	34	13	209	144	176	247	15	95	36

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

TOTAL U.S. — Size of Company

UNDER 500 EMPLOYEES — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	313	376	287	372	357	314	272	257	320	229	255	297	337	332	380	441	421	347	284	330
AVERAGE	309	375	307	381	353	321	269	273	327	242	261	305	337	327	380	441	413	347	286	344
25TH	260	320	260	320	300	270	220	230	270	200	220	240	280	280	320	370	340	280	240	280
50TH	300	370	300	360	340	310	260	260	320	230	250	290	320	320	370	430	400	330	270	330
75TH	340	410	330	420	390	360	290	300	360	260	290	340	380	360	420	490	460	390	310	390
START	275	315	267	326	302	283	237	238	278	213	231	266	291	286	320	366	347	302	252	301
NO. COMPANIES	469	327	1009	764	597	401	359	596	401	377	576	434	464	878	697	1067	160	416	1168	648
NO. EMPLOYEES	1131	528	3668	2040	1177	1377	1208	3623	2676	1278	1225	959	679	3951	2865	2995	839	553	1675	3889

500 OR MORE EMPLOYEES — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	302	355	316	372	346	335	297	290	335	253	267	327	352	334	380	449	456	350	300	358
AVERAGE	316	373	315	378	361	334	279	286	340	252	269	312	349	335	390	470	416	347	302	354
25TH	270	310	270	320	310	280	240	240	290	210	230	250	290	290	340	400	360	290	260	300
50TH	310	360	300	360	350	320	270	270	320	240	260	300	340	320	380	460	400	340	290	340
75TH	350	410	340	420	400	380	300	320	370	270	300	340	390	360	420	520	460	380	330	390
START	271	313	270	316	302	284	244	244	284	222	233	264	298	284	322	372	344	292	253	306
NO. COMPANIES	355	274	624	542	565	279	356	441	360	300	532	382	390	617	579	633	236	405	570	353
NO. EMPLOYEES	3530	2062	6836	4675	2214	1957	8403	11623	10037	2779	2714	2360	1272	17618	16308	6869	1668	1513	2799	8963

TOTAL — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	305	360	306	372	350	326	294	282	332	246	263	318	347	333	380	447	445	349	294	350
AVERAGE	312	374	310	380	357	327	274	279	333	247	265	308	342	331	385	452	415	347	291	348
25TH	260	320	260	320	300	270	230	230	280	200	220	250	280	280	330	380	350	290	250	290
50TH	300	360	300	360	340	310	260	270	320	230	250	290	330	320	370	440	400	330	280	330
75TH	340	410	340	420	400	360	300	300	370	270	290	340	390	360	420	500	460	380	320	390
START	273	314	268	321	302	283	241	241	281	218	232	265	295	285	321	368	345	297	253	303
NO. COMPANIES	824	602	1633	1306	1162	680	715	1037	761	678	1108	816	854	1495	1277	1700	396	821	1739	1001
NO. EMPLOYEES	4661	2591	10506	6715	3391	3334	9611	15246	12713	4058	3939	3319	1951	21569	19174	9864	2507	2066	4475	12652

EASTERN U.S. — Size of Company

UNDER 500 EMPLOYEES								JOB CATEGORY												
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	312	369	303	372	366	318	256	253	318	246	255	320	349	339	378	444	436	350	231	341
AVERAGE	317	376	309	370	342	324	264	278	326	249	263	315	344	327	378	442	429	347	290	361
25TH	270	310	260	320	290	270	220	230	270	210	220	260	280	280	320	360	350	280	250	300
50TH	300	370	300	360	330	310	250	260	310	240	260	300	330	320	360	430	430	330	280	350
75TH	360	410	340	410	360	370	290	300	350	270	290	360	400	360	420	490	500	400	320	400
START	279	327	271	319	295	283	236	244	277	219	238	274	298	294	322	370	372	308	257	315
NO. COMPANIES	111	71	297	209	156	125	93	166	112	87	156	123	134	264	201	325	40	120	349	193
NO. EMPLOYEES	308	104	1127	374	596	603	278	1060	867	233	297	253	174	1137	350	993	234	132	463	1297

500 OR MORE EMPLOYEES								JOB CATEGORY												
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	314	372	323	368	351	342	312	297	341	257	273	335	356	335	385	459	423	374	322	343
AVERAGE	312	365	316	378	357	332	280	292	345	259	274	326	345	332	334	474	412	350	305	349
25TH	270	310	270	330	300	270	240	240	290	220	240	260	260	290	350	410	360	290	260	290
50TH	300	350	300	360	350	310	270	270	330	250	270	310	330	320	390	470	400	330	300	340
75TH	330	400	340	400	400	370	310	320	380	270	300	350	360	360	430	510	460	380	330	390
START	270	310	276	322	305	282	245	248	291	226	235	270	236	283	323	369	337	293	254	303
NO. COMPANIES	79	59	159	133	153	56	91	107	32	66	138	95	108	158	146	164	51	109	144	37
NO. EMPLOYEES	493	281	1517	1060	595	316	2182	2713	1806	653	661	420	331	3552	3517	1468	237	313	644	1536

EAST CENTRAL U.S. — Size of Company

UNDER 500 EMPLOYEES								JOB CATEGORY												
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	307	369	302	373	354	323	275	255	316	231	265	330	340	328	376	436	403	362	280	346
AVERAGE	299	366	307	381	357	329	275	276	325	245	261	320	343	326	377	441	395	352	293	347
25TH	260	310	260	320	300	280	240	230	270	200	210	260	230	280	320	370	330	300	240	280
50TH	290	360	300	370	350	320	270	270	320	240	240	310	320	320	360	420	380	340	290	340
75TH	320	390	330	420	390	370	290	290	370	260	260	370	390	350	410	490	450	380	310	390
START	272	308	267	326	309	289	242	234	276	210	229	283	297	282	315	383	335	298	252	312
NO. COMPANIES	105	72	211	174	144	84	95	125	91	77	124	97	105	192	165	219	31	91	259	144
NO. EMPLOYEES	231	115	636	318	162	151	216	646	515	241	329	135	166	906	552	591	243	144	367	769

500 OR MORE EMPLOYEES								JOB CATEGORY												
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	342	381	316	379	358	347	305	300	341	270	280	329	347	344	395	468	440	362	307	363
AVERAGE	311	376	321	379	356	343	282	292	347	252	274	323	348	340	392	471	408	351	311	370
25TH	250	320	280	330	320	290	250	250	290	200	230	260	290	300	340	410	350	290	260	310
50TH	310	370	320	370	350	330	270	280	330	240	260	310	330	330	380	450	400	340	300	340
75TH	350	420	350	420	400	370	310	330	370	250	300	350	390	360	420	500	450	380	340	400
START	272	311	276	311	299	294	247	250	286	224	236	269	296	288	324	376	344	300	260	328
NO. COMPANIES	87	62	157	129	150	60	95	113	84	84	132	104	106	155	139	155	52	105	146	96
NO. EMPLOYEES	553	397	1451	975	415	589	931	2331	2246	651	713	540	235	4147	3274	1308	540	297	502	1470

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

WEST CENTRAL U.S. — Size of Company

UNDER 500 EMPLOYEES	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	292	356	231	349	341	299	265	256	310	222	242	274	308	317	361	415	385	328	264	293
AVERAGE	230	356	293	365	344	303	260	260	317	228	252	287	309	310	365	420	385	328	269	321
25TH	250	310	250	300	300	260	210	220	270	190	210	230	250	270	320	360	330	270	230	260
50TH	280	370	280	350	330	300	250	250	300	220	240	270	300	300	350	410	370	310	260	300
75TH	310	400	320	410	360	340	280	280	350	240	270	330	330	340	400	460	430	360	290	350
START	255	289	253	313	291	271	224	230	269	202	217	250	272	265	310	344	313	287	239	278
NO. COMPANIES	124	89	218	163	126	84	93	128	94	93	132	90	92	176	141	215	41	79	230	133
NO. EMPLOYEES	283	137	925	381	153	248	321	847	559	284	259	225	147	742	547	515	150	36	319	752

500 OR MORE EMPLOYEES	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	282	325	305	347	335	323	260	263	317	214	243	338	331	321	358	424	380	343	279	333
AVERAGE	300	345	302	363	355	320	267	274	323	236	255	306	336	325	370	450	396	325	287	332
25TH	250	290	260	310	300	250	230	220	270	190	220	240	260	280	310	390	350	270	250	270
50TH	290	340	280	350	340	300	260	260	320	230	240	300	340	310	370	430	330	320	270	320
75TH	330	380	330	410	380	360	290	290	360	260	280	340	370	360	400	490	440	360	310	380
START	258	294	260	308	298	269	236	237	276	212	226	257	290	276	308	357	336	279	245	287
NO. COMPANIES	78	60	128	110	112	59	73	92	77	63	114	77	75	125	124	132	56	81	121	61
NO. EMPLOYEES	1462	723	1821	891	492	489	1973	2736	2776	656	617	701	349	4198	2743	1208	130	264	843	1373

SOUTHERN U.S. — Size of Company

UNDER 500 EMPLOYEES	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	322	380	292	367	329	301	244	251	319	216	245	259	317	331	384	442	429	324	279	318
AVERAGE	313	375	298	378	343	303	248	262	325	234	255	279	318	322	378	438	418	329	291	325
25TH	280	320	260	320	290	260	220	220	280	200	210	230	270	270	330	380	350	270	240	270
50TH	310	350	290	360	340	290	240	250	320	220	240	270	310	310	370	420	410	310	270	310
75TH	340	420	320	400	380	330	260	290	360	260	290	310	360	350	410	480	460	380	310	350
START	271	317	260	316	291	269	221	226	270	213	225	241	274	276	312	355	351	286	241	283
NO. COMPANIES	89	66	193	146	118	71	66	117	63	52	111	87	91	169	132	209	36	33	220	119
NO. EMPLOYEES	217	123	744	345	188	277	271	858	577	412	252	238	131	893	626	706	174	146	351	719

500 OR MORE EMPLOYEES	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	282	333	316	374	330	313	301	291	342	233	256	304	350	322	367	432	462	322	290	384
AVERAGE	307	362	309	380	352	323	272	275	338	253	264	276	344	323	378	465	412	340	299	357
25TH	270	310	260	320	300	280	230	230	280	210	230	230	290	280	330	390	350	280	250	300
50TH	290	350	300	360	330	320	260	260	320	240	250	260	330	310	360	450	400	330	290	340
75TH	330	400	340	420	380	350	290	310	380	270	280	300	370	340	410	520	460	380	330	390
START	267	316	257	311	293	274	236	233	277	220	226	244	295	275	314	371	340	283	245	239
NO. COMPANIES	74	61	129	121	109	55	67	35	30	55	106	79	75	127	125	130	51	55	113	87
NO. EMPLOYEES	712	433	1670	1255	561	427	2955	3055	2568	440	505	436	273	4318	5449	2317	278	554	545	3449

WESTERN U.S. — Size of Company

UNDER 500 EMPLOYEES	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	376	454	349	452	406	347	383	316	374	260	291	335	406	372	446	484	557	429	324	350
AVERAGE	364	456	355	454	420	354	330	306	365	274	290	339	399	380	442	494	477	426	323	375
25TH	300	380	300	370	350	300	260	260	320	230	250	270	350	310	390	430	340	340	270	320
50TH	350	420	330	430	400	340	300	290	360	260	280	310	400	350	430	470	450	390	310	370
75TH	400	510	390	490	460	390	350	340	390	300	320	360	430	410	480	530	530	490	340	440
START	326	374	313	391	366	329	300	274	327	245	261	299	339	343	377	423	400	325	290	331
NO. COMPANIES	40	29	90	72	51	37	32	60	35	38	53	37	42	77	58	99	12	33	110	59
NO. EMPLOYEES	92	49	236	122	52	98	122	212	158	103	86	58	61	265	190	300	38	35	155	352

500 OR MORE EMPLOYEES	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	360	426	331	410	384	378	347	320	344	306	279	314	437	371	432	507	533	414	319	325
AVERAGE	392	458	340	410	396	380	312	308	357	280	291	338	413	386	460	518	490	413	315	364
25TH	350	390	290	360	350	310	260	250	300	230	240	290	360	330	390	450	440	360	260	310
50TH	390	440	340	410	400	380	300	290	330	270	270	330	390	370	430	520	480	390	310	360
75TH	420	510	370	440	440	430	350	350	430	330	330	380	450	430	500	550	530	430	330	400
START	328	378	295	342	335	326	274	262	301	244	258	303	350	320	385	422	401	334	276	319
NO. COMPANIES	37	32	51	49	41	19	30	34	27	23	42	27	26	52	46	52	26	25	46	20
NO. EMPLOYEES	305	238	379	494	151	136	402	788	641	379	218	163	84	1403	1325	548	363	85	265	1074

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

TOTAL CANADA (Canadian dollars)

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	441	451	395	487	461	431	380	402	465	348	349	430	426	432	490	524	451	441	391	507
AVERAGE	405	447	400	500	443	440	368	384	453	331	342	421	447	416	488	545	543	437	377	466
25TH	350	400	340	420	380	360	330	330	400	300	310	350	360	370	440	490	460	360	330	400
50TH	400	420	380	480	420	410	360	370	450	320	330	420	430	410	470	540	550	430	370	450
75TH	450	490	430	550	430	480	390	420	520	360	370	470	500	440	530	550	550	470	410	500
START	359	399	353	441	398	407	331	340	395	303	311	382	389	372	428	467	456	390	340	416
NO. COMPANIES	40	20	89	70	71	45	59	70	53	31	41	46	47	80	74	97	17	39	105	45
NO. EMPLOYEES	323	32	389	285	225	188	413	973	1184	121	36	111	105	1338	746	476	64	61	216	257

CANADA — Size of Company

UNDER 500 EMPLOYEES

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	394	429	382	479	423	405	360	377	[illegible]	290	317	395	438	415	486	510	535	412	366	439
AVERAGE	381	421	394	494	424	421	353	370	434	294	308	411	433	408	477	539	535	415	364	456
25TH	340	380	340	410	360	360	310	320	380	260	280	340	360	360.	420	480	470	370	320	380
50TH	380	410	380	470	400	400	340	370	440	300	310	380	430	410	470	530	550	420	350	440
75TH	420	440	420	550	460	450	370	400	470	320	330	440	460	430	530	550	550	440	400	500
START	340	389	345	438	379	402	321	332	382	274	286	370	366	365	420	462	419	377	331	415
NO. COMPANIES	29	15	63	47	43	31	34	49	35	17	21	29	29	51	46	64	6	21	74	35
NO. EMPLOYEES	107	23	189	114	49	84	100	194	232	30	41	53	34	250	179	169	6	26	101	149

500 OR MORE EMPLOYEES

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	465	507	408	492	472	452	387	408	473	367	372	462	421	436	491	532	445	462	414	501
AVERAGE	468	524	414	512	471	481	389	414	491	376	377	440	469	429	505	557	548	454	407	501
25TH	410	490	350	420	390	400	340	360	410	320	320	400	400	380	440	490	460	460	360	430
50TH	470	530	380	500	450	490	380	390	480	360	360	430	440	420	470	540	510	450	400	490
75TH	510	540	460	550	510	530	400	450	540	410	410	490	510	470	530	550	550	500	440	540
START	405	422	367	446	419	415	340	357	415	337	338	398	411	382	440	476	465	403	358	420
NO. COMPANIES	11	5	26	23	26	14	25	21	18	14	20	17	18	29	28	33	11	18	31	10
NO. EMPLOYEES	216	9	200	171	177	104	313	773	352	91	55	58	71	1088	567	307	78	35	115	108

CANADA — Type of Business

MANUFACTURING/PROCESSING/CONSTRUCTION — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	478		355	480	410	361	442	503	593	346	358	444	461	459	529	541	590	420	411	458
AVERAGE	413		396	492	425	394	366	389	456	348	370	448	457	416	499	536	590	419	379	458
25TH	320		340	420	340	330	310	340	350	260	290	370	350	360	450	490	510	370	330	400
50TH	390		370	510	390	360	340	360	430	330	330	430	430	400	460	510	510	400	360	450
75TH	450		450	550	460	440	390	430	500	450	400	510	510	430	550	550	550	460	440	490
START	377		354	434	398	394	348	353	430	341	359	412	419	384	450	476	442	395	359	419
NO. COMPANIES	8		31	22	28	14	16	17	12	3	5	15	21	30	22	29	2	11	39	16
NO. EMPLOYEES	82		71	35	42	20	56	153	95	3	6	23	24	182	70	72	2	17	65	64

BANKING/INSURANCE/FINANCE — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	395	454	380	438	426	379	345	363	423	302	303	343	375	379	455	481	467	430	367	420
AVERAGE	379	454	374	461	434	386	338	345	418	301	303	343	367	391	465	522	484	449	363	433
25TH	340	410	330	420	380	340	300	310	390	290	260	330	310	370	440	470	460	360	330	370
50TH	370	420	370	460	400	380	330	340	400	300	310	340	330	370	450	520	470	450	340	400
75TH	410	490	410	500	510	400	350	370	440	320	330	360	400	420	480	540	500	520	400	450
START	327	388	324	409	379	355	291	320	379	283	283	329	307	346	425	438	404	393	320	392
NO. COMPANIES	11	8	12	13	10	5	8	13	11	13	12	5	4	10	10	15	5	7	14	8
NO. EMPLOYEES	51	12	63	47	17	42	56	327	511	45	27	6	5	90	85	104	16	9	34	55

SERVICE(BUSINESS.EMPLOYMENT.ENTERTAINMENT.ETC.) — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	473	423	414	475	546		410	423	475	416	416	469	502	448	551	574			377	453
AVERAGE	440	383	370	455	510		397	387	413	416	416	469	499	449	496	559			359	425
25TH	350	290	300	340	400		340	310	330	410	410	460	490	380	340	450			290	400
50TH	470	310	300	410	400		370	440	340	410	410	460	490	410	500	550			340	440
75TH	430	540	380	510	550		460	460	520	410	410	460	500	450	540	550			370	500
START	321	355	339	379	525		323	335	347	326	326	369	378	369	390	478			322	377
NO. COMPANIES	3	3	4	4	2		5	5	5	1	1	1	2	4	4	4			6	5
NO. EMPLOYEES	52	4	10	8	3		17	15	17	13	6	12	3	21	12	15			9	19

RETAIL,WHOLESALE SALES & DISTRIBUTION — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	436		370	517	412	463	340	392	447	357	377	363	453	413	529	496		419	362	449
AVERAGE	427		385	558	412	461	330	359	426	317	360	387	458	401	460	517		419	367	490
25TH	250		330	400	340	380	290	320	400	200	250	350	430	350	400	460		370	320	370
50TH	470		380	450	380	400	320	350	410	320	340	380	440	400	440	480		400	360	460
75TH	550		400	550	400	480	360	370	470	410	380	430	500	470	470	550		440	380	500
START	375		336	521	361	415	291	335	343	285	295	333	354	336	414	395		365	321	429
NO. COMPANIES	3		10	9	8	14	5	9	6	3	4	9	6	6	6	10		4	13	9
NO. EMPLOYEES	4		32	29	3	31	20	70	31	8	11	21	8	15	40	17		4	20	20

UTILITIES/TRANSPORTATION/COMMUNICATIONS JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE			382	502	477	533	378	456	537	477	362			450	534	609		488	399	658
AVERAGE			404	512	477	510	397	438	528	477	344			438	513	593		448	428	556
25TH			340	440	420	460	350	380	520	470	280			410	490	550		380	370	380
50TH			340	450	460	520	380	460	530	470	320			450	520	550		380	410	540
75TH			380	550	540	540	400	490	550	470	410			450	520	550		510	420	0
START			350	492	450	450	342	345	416	349	313			371	416	484		420	340	462
NO. COMPANIES			4	4	3	3	4	5	5	1	3			5	5	6		2	4	3
NO. EMPLOYEES			16	12	3	22	22	47	191	6	4			24	84	32		5	16	73

EDUCATION/GOVERNMENT/NONPROFIT JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	429	491	405	497	481	425	376	365	450	348	350	443	409	432	474	521	438	467	385	505
AVERAGE	428	533	426	517	467	501	388	401	460	363	356	430	446	433	479	560	589	467	383	520
25TH	390	440	370	470	420	450	340	370	440	320	320	390	410	390	430	490	460	400	350	490
50TH	420	440	410	500	470	520	370	390	460	340	360	400	430	420	460	540	550	470	390	500
75TH	450	550	470	550	490	520	400	420	530	370	370	490	470	470	520	550	550	480	410	550
START	381	455	364	451	403	444	337	344	414	323	318	395	384	382	418	492	506	400	348	445
NO. COMPANIES	7	4	16	13	14	5	15	14	11	6	10	10	10	18	17	21	6	9	16	3
NO. EMPLOYEES	110	9	169	145	143	65	237	342	318	33	31	42	61	945	389	212	62	18	46	17

OTHER JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	401	426	426	500	470	450	358	400	468	369	380	453	401	423	499	565	618	417	406	410
AVERAGE	392	409	422	516	473	452	348	397	471	318	346	449	401	387	501	565	618	421	373	410
25TH	310	370	340	430	420	400	310	370	460	230	310	430	350	340	470	450	550	420	340	410
50TH	380	400	410	480	420	430	320	400	470	300	340	430	410	410	510	550	550	420	360	410
75TH	440	410	420	550	520	510	360	420	470	340	390	470	440	430	540	550	550	440	410	410
START	366	374	385	374	405	404	335	346	392	302	322	400	388	367	440	484	500	368	335	424
NO. COMPANIES	9	4	12	5	6	3	4	7	3	4	6	5	3	7	10	12	2	6	13	1
NO. EMPLOYEES	24	7	30	9	3	7	5	19	21	13	11	6	3	61	66	24	2	8	26	9

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

EASTERN UNITED STATES

ALBANY, NY

JOB CATEGORY

	A	B	C	~~D~~	~~E~~	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	308	390	300	329	382	379	252	236	251	201	229	315	447	345	368	419		341	292	276
AVERAGE	314	402	303	331	365	299	259	256	265	217	229	364	430	310	365	421		341	270	319
25TH	250	360	270	310	320	250	200	200	220	180	190	240	400	270	320	380		280	250	260
50TH	300	380	290	330	350	270	240	250	220	210	210	450	400	290	350	400		340	260	320
75TH	320	410	300	350	370	310	280	270	270	250	240	450	430	320	390	450		400	290	340
START	278	343	278	293	307	260	247	225	270	198	203	277	354	270	318	342		283	241	289
NO. COMPANIES	8	4	11	11	9	5	7	9	4	7	11	5	4	16	15	17		9	19	11
NO. EMPLOYEES	15	6	21	16	15	24	21	51	6	23	24	7	6	71	71	46		11	30	200

ALLENTOWN, PA (LEHIGH VALLEY)

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	326	364	293	379	419	324	306	268	327	265	292	336	438	369	377	411	445	398	296	331
AVERAGE	324	376	313	377	363	339	271	288	333	234	274	341	347	329	374	440	447	383	300	337
25TH	230	290	240	320	310	270	210	230	290	200	220	290	260	280	310	360	340	300	250	260
50TH	320	370	300	350	350	330	240	260	320	220	270	340	310	310	360	430	400	370	290	320
75TH	370	400	340	400	400	400	300	300	360	270	290	350	370	370	430	490	460	420	330	410
START	270	307	267	319	309	288	233	240	276	213	234	270	309	278	305	355	317	324	257	305
NO. COMPANIES	16	11	32	28	26	15	12	23	19	13	23	22	24	31	26	37	4	19	37	25
NO. EMPLOYEES	62	32	122	30	69	50	133	150	96	31	71	45	54	427	336	226	29	34	66	188

BINGHAMTON, NY

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	251	295	287	340	279	281	228	239	297	226	225	342	318	239	320	386	340	305	256	307
AVERAGE	254	300	272	346	297	297	223	257	317	225	232	297	292	283	330	402	340	301	261	312
25TH	230	270	230	270	250	250	190	210	260	200	200	220	240	230	250	330	330	260	220	250
50TH	250	280	270	320	270	260	200	250	310	210	210	270	270	270	290	400	330	280	240	300
75TH	260	290	300	400	330	320	260	290	330	230	240	380	300	300	420	440	350	330	300	370
START	229	269	222	282	232	231	201	214	273	192	193	230	223	235	275	325	301	244	220	250
NO. COMPANIES	9	4	21	19	21	16	7	12	12	8	14	15	13	20	15	25	2	17	23	18
NO. EMPLOYEES	20	5	50	36	43	41	61	89	106	27	27	40	20	290	54	72	2	26	52	155

BOSTON, MA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	338	436	334	386	353	377	288	346	383	299	286	313	332	400	454	503	505	410	337	385
AVERAGE	363	438	342	419	361	376	284	340	370	281	295	313	343	397	448	521	525	394	321	385
25TH	300	440	300	350	300	330	260	300	320	250	250	250	280	330	400	410	460	330	270	340
50TH	380	460	330	370	370	350	270	310	320	260	300	260	340	360	420	480	490	380	330	380
75TH	400	460	360	450	400	420	300	330	410	320	310	320	360	460	500	550	550	410	350	420
START	325	378	294	348	326	379	271	289	322	227	268	284	308	326	390	411	398	339	293	376
NO. COMPANIES	7	5	15	14	10	6	4	12	8	7	11	4	9	14	14	18	3	8	17	7
NO. EMPLOYEES	64	11	62	51	15	13	10	31	80	31	34	4	11	99	139	74	6	13	48	23

BUFFALO, NY

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	260	335	296	310	332	252	228	301	293	224	211	307	328	286	318	391	306	364	268	275
AVERAGE	270	340	288	352	342	269	234	260	319	235	232	331	332	304	340	412	333	347	271	327
25TH	240	310	250	280	290	230	210	220	260	200	200	260	270	270	290	360	250	290	220	270
50TH	240	340	260	340	320	240	230	240	300	230	230	300	290	300	340	390	250	340	260	320
75TH	260	350	320	380	390	290	260	280	390	240	250	410	380	320	350	440	410	390	280	360
START	228	274	269	335	309	250	224	251	274	214	208	292	301	285	288	345	293	305	245	276
NO. COMPANIES	9	9	29	24	22	12	19	18	9	12	21	19	23	26	20	28	2	22	32	17
NO. EMPLOYEES	29	15	119	156	35	28	227	112	43	37	56	38	31	236	287	91	3	34	37	217

CORCORD, NH

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	286	392	308	365	343	331	260	271	337	234	254	327	335	307	355	453	384	336	295	378
AVERAGE	303	383	317	370	354	329	287	287	332	244	260	310	341	322	377	442	387	341	296	399
25TH	270	320	280	320	310	290	240	250	280	230	230	260	280	290	340	370	350	300	260	330
50TH	280	360	300	350	340	310	270	280	300	240	240	290	330	320	360	440	390	320	290	370
75TH	320	420	340	410	380	380	290	310	360	250	290	310	360	350	390	490	430	380	320	440
START	258	311	283	323	309	284	232	248	290	211	235	272	292	286	306	369	327	290	254	324
NO. COMPANIES	15	10	48	36	36	17	13	25	18	9	14	32	28	42	31	50	7	26	52	34
NO. EMPLOYEES	64	19	133	119	77	40	76	246	109	38	46	57	40	286	325	194	57	34	82	191

HARRISBURG, PA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	319	356	333	388	325	299	319	311	366	258	265	319	348	326	384	431	393	330	278	329
AVERAGE	307	349	290	341	320	307	261	265	324	238	259	296	344	304	358	414	374	328	276	331
25TH	260	300	250	290	270	280	240	220	290	200	220	240	290	270	320	340	330	310	240	290
50TH	290	320	280	340	330	300	250	250	320	230	260	290	330	300	350	410	360	320	260	310
75TH	330	360	320	360	360	330	280	300	350	260	280	340	380	330	370	470	400	330	300	350
START	261	290	254	305	283	269	230	229	278	218	225	254	296	264	296	338	321	279	233	292
NO. COMPANIES	24	12	47	28	23	15	21	23	19	17	33	19	19	42	34	49	12	18	46	25
NO. EMPLOYEES	191	46	595	196	171	29	1270	1325	693	319	165	111	76	822	707	274	41	79	94	305

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

HARTFORD, CT

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	285	374	288	327	287		285	259	249	234	258	260	305	331	378	463	465	312	270	346
AVERAGE	289	406	303	338	322		256	248	249	240	255	253	310	322	375	446	465	322	271	376
25TH	280	350	270	310	290		220	230	240	220	240	230	270	310	360	380	430	290	250	330
50TH	280	350	290	320	310		220	230	240	220	240	230	280	310	360	460	430	340	260	350
75TH	290	450	320	340	330		290	250	240	230	280	270	300	340	380	470	500	340	300	370
START	299	325	259	280	287		276	228	249	229	227	230	240	289	328	364	360	271	226	292
NO. COMPANIES	2	2	7	6	7		2	2	1	4	6	2	4	6	6	7	2	5	7	5
NO. EMPLOYEES	13	6	50	75	26		13	135	8	42	30	6	5	93	46	29	2	10	15	56

LANCASTER, PA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	331	330	312	404	344	295	256	255	328	284	279	302	371	339	398	439	412	335	266	395
AVERAGE	311	337	298	379	322	300	270	261	355	266	248	312	375	309	352	407	430	310	261	387
25TH	280	290	250	300	240	260	240	200	270	240	200	260	290	280	320	340	390	250	240	330
50TH	290	320	280	340	310	310	260	250	300	250	230	290	360	300	340	390	390	260	260	340
75TH	340	340	330	450	340	310	310	280	340	270	270	340	490	320	380	420	460	280	280	500
START	279	279	260	325	269	250	220	211	238	222	220	246	349	271	290	336	404	210	217	321
NO. COMPANIES	6	4	19	12	8	8	6	7	4	5	6	9	6	21	13	20	2	4	23	10
NO. EMPLOYEES	15	5	43	25	12	21	17	20	7	21	17	18	9	98	38	32	9	5	31	96

MONTGOMERY COUNTY, PA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	321	387	289	350	357	384	290	287	324	237	256	349	414	352	402	444	426	348	304	357
AVERAGE	315	367	305	374	373	382	292	286	334	244	272	294	384	347	391	461	416	332	307	374
25TH	280	330	260	330	310	350	260	240	280	220	230	260	320	320	360	410	310	280	260	300
50TH	310	370	300	370	350	370	280	290	330	250	270	300	370	340	390	440	400	320	300	350
75TH	340	410	330	420	410	390	320	320	360	270	280	300	430	370	400	510	480	340	340	390
START	289	309	280	305	325	326	287	277	316	229	260	275	302	298	348	392	368	299	267	333
NO. COMPANIES	11	8	26	19	15	13	6	11	10	7	13	12	17	26	16	30	7	12	31	24
NO. EMPLOYEES	28	12	90	76	28	35	31	105	84	35	29	90	23	120	132	118	17	17	43	244

NEWARK AREA, NJ (METRO)

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	347	424	312	355	392	349	319	328	401	324	317	328		378	436	530	404	387	325	384
AVERAGE	363	437	299	369	396	337	310	330	396	324	317	328		364	441	528	404	387	331	394
25TH	330	360	290	360	350	310	300	240	380	320	280	310		330	380	480	400	270	280	330
50TH	330	390	290	360	370	310	300	330	380	320	300	310		340	440	500	400	380	320	400
75TH	390	490	320	370	430	350	320	340	410	320	350	330		390	470	550	410	500	370	430
START	342	394	276	333	350	298	278	287	343	241	263	271		355	348	458	366	371	286	350
NO. COMPANIES	6	4	5	5	6	2	2	4	3	1	7	2		8	5	10	3	3	7	7
NO. EMPLOYEES	15	22	21	28	13	17	16	24	24	5	26	2		84	137	82	17	4	17	107

NEW YORK, NY

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	379	411	349	410	419	318	289	282	313	258	287	324	392	360	397	503	466	405	359	375
AVERAGE	421	444	365	412	416	318	300	296	315	263	277	322	392	372	415	520	470	396	349	363
25TH	360	390	320	360	400	270	240	270	280	220	250	310	330	330	380	450	440	350	320	260
50TH	410	400	340	400	400	270	310	290	310	240	270	310	350	360	410	470	450	390	340	310
75TH	420	430	370	420	460	360	330	310	340	300	300	330	390	390	420	540	460	430	380	400
START	343	430	326	364	372	287	303	253	274	241	255	311	398	343	381	446	425	351	309	323
NO. COMPANIES	4	6	14	12	6	2	6	7	3	7	13	2	4	12	12	14	4	7	13	4
NO. EMPLOYEES	18	26	47	40	21	2	20	63	44	15	48	5	4	209	306	167	12	14	24	34

PHILADELPHIA, PA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	308	337	307	364	334	329	256	262	309	229	248	285	326	323	397	458	449	278	282	345
AVERAGE	316	364	307	384	338	340	257	282	333	238	253	283	322	318	415	468	399	278	274	365
25TH	280	330	280	310	280	290	220	230	280	200	220	240	280	290	370	440	330	260	250	300
50TH	300	370	290	360	320	320	260	290	300	230	250	260	320	310	400	460	400	260	270	310
75TH	300	370	320	410	360	380	260	310	350	280	270	300	340	330	420	490	430	280	290	400
START	278	293	254	318	286	322	226	244	275	205	220	257	292	284	341	378	356	261	236	339
NO. COMPANIES	8	7	19	15	12	7	7	11	10	11	16	8	8	16	18	20	6	4	19	10
NO. EMPLOYEES	61	33	63	58	25	18	44	74	59	88	50	22	13	159	205	109	132	4	46	80

PITTSBURGH, PA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	357	355	279	330	394	449	274	261	310		261	264	298	300	351	437	433		317	426
AVERAGE	349	370	322	397	429	398	302	256	328		267	290	298	323	377	433	446		298	364
25TH	310	320	240	310	330	310	210	240	270		240	230	230	280	310	350	360		250	220
50TH	330	320	280	320	430	370	250	250	350		260	260	230	310	340	380	390		300	420
75TH	370	410	380	530	490	500	280	270	360		320	360	360	350	430	500	550		360	440
START	311	276	301	341	343	353	246	244	282		237	258	276	291	325	365	375		270	383
NO. COMPANIES	4	2	12	10	6	3	4	8	5		7	3	2	11	11	10	3		11	3
NO. EMPLOYEES	11	3	36	34	11	6	7	69	39		25	8	2	215	207	50	4		19	119

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

PORTLAND, ME

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	322		307	365	340	300	299	290			305	299	313	336	410	432			291	343
AVERAGE	324		301	379	342	300	285	268			284	319	334	323	381	417			279	354
25TH	310		260	360	300	270	250	210			270	240	250	300	320	360			260	300
50TH	310		280	370	320	270	290	260			270	330	370	320	380	380			280	340
75TH	330		330	380	340	330	310	290			300	380	370	320	420	420			280	370
START	294		264	316	324	250	252	279			253	249	259	291	325	330			251	319
NO. COMPANIES	2		10	6	6	2	3	4			3	3	3	4	3	4			9	4
NO. EMPLOYEES	3		24	15	8	2	13	19			19	4	4	24	16	6			13	78

PROVIDENCE, RI

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	367		375	368	345	320	296	286	363		265	377	437	375	380	579		380	306	545
AVERAGE	375		378	368	345	309	296	307	363		265	320	406	390	349	550		380	306	478
25TH	330		320	340	340	270	280	260	360		230	240	310	320	270	410		320	280	350
50TH	350		340	340	340	300	280	270	360		230	240	310	320	270	520		330	300	430
75TH	360		400	390	350	340	310	300	360		290	400	500	480	420	550		470	300	550
START	319		329	280	234	285	226	263	0		244	400	390	352	348	592		341	282	497
NO. COMPANIES	5		8	2	2	3	2	5	1		2	2	2	5	2	7		3	7	3
NO. EMPLOYEES	7		10	2	2	5	2	13	3		2	7	3	29	10	12		3	7	20

READING, PA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	294	348	279	372	349	328	277	281	339	241	255	321	335	315	387	431	416	332	278	324
AVERAGE	286	340	288	370	350	311	275	289	346	243	263	312	329	306	377	435	367	316	300	334
25TH	270	300	250	330	300	230	250	240	290	220	220	240	310	270	320	370	330	270	250	290
50TH	280	330	280	350	340	300	270	270	310	230	260	290	320	300	350	430	370	300	290	330
75TH	300	390	320	360	380	380	300	300	370	240	270	350	360	340	390	470	460	350	310	350
START	266	290	260	317	299	276	248	250	291	214	236	282	277	269	315	342	345	287	243	303
NO. COMPANIES	12	7	31	18	23	15	17	21	16	8	20	9	17	22	23	30	5	16	29	16
NO. EMPLOYEES	41	23	189	70	52	43	78	234	194	29	43	27	22	262	148	115	9	27	53	79

ROCHESTER, NY

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE			250	358	270	265	248	238	236			269	323	273	383	384			256	309
AVERAGE			250	354	270	250	239	224	236			245	278	273	383	390			254	310
25TH			240	300	260	230	210	200	210			210	210	260	340	380			240	280
50TH			240	360	260	230	210	200	210			210	210	260	340	380			250	280
75TH			250	390	280	270	260	240	260			270	340	280	420	400			260	360
START			211	290	250	230	220	200	215			200	240	250	330	340			210	225
NO. COMPANIES			4	3	2	2	2	2	2			2	2	2	2	2			3	3
NO. EMPLOYEES			7	6	2	8	3	5	2			7	6	2	2	5			4	10

STAMFORD, CT

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	305	382	358	404	417	408	331	343	366	308	299	338	436	396	444	537	519	417	337	385
AVERAGE	305	382	369	408	422	413	343	332	378	366	320	353	392	398	439	533	519	428	351	330
25TH	270	300	330	350	350	390	290	270	360	300	280	300	340	360	420	490	510	400	330	340
50TH	270	310	350	410	420	400	300	340	370	380	310	340	360	390	420	510	520	410	350	370
75TH	330	520	420	450	440	410	330	350	370	410	330	400	410	410	460	550	540	440	370	420
START	277	313	338	378	383	389	331	297	321	316	280	307	327	368	386	443	420	358	304	343
NO. COMPANIES	2	3	10	8	8	5	4	4	5	5	11	7	5	11	10	11	5	6	10	7
NO. EMPLOYEES	4	3	49	24	17	13	26	63	49	36	31	33	9	193	253	129	10	11	91	43

SYRACUSE, NY

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	259	306	284	347	280	255	231	230	278	231	239	376	309	283	319	377	375	320	244	320
AVERAGE	281	312	307	357	316	272	255	272	294	238	242	324	338	316	377	429	366	326	263	328
25TH	250	280	240	310	250	250	200	210	240	180	200	240	270	260	340	370	330	270	230	280
50TH	270	290	280	360	290	260	200	240	280	220	220	310	330	280	360	420	350	300	260	340
75TH	300	320	360	380	340	300	270	260	310	240	260	410	410	350	430	460	400	360	300	370
START	244	258	271	297	281	243	217	231	252	205	218	296	284	273	323	347	328	265	227	273
NO. COMPANIES	15	6	16	14	14	7	6	12	10	8	16	6	11	19	13	20	3	10	15	11
NO. EMPLOYEES	59	31	112	82	25	43	35	163	274	53	42	23	35	168	326	133	4	18	42	156

WASHINGTON, DC

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	367	389	328	384	377	318	317	231	320	336	320	322	336	371	389	483	414	493	328	414
AVERAGE	402	437	364	417	401	368	319	313	368	322	304	314	373	373	410	557	452	403	332	383
25TH	390	370	310	350	320	300	300	260	300	270	280	280	330	340	370	450	400	340	300	320
50TH	410	430	350	380	410	310	300	280	310	330	280	300	380	370	410	550	450	350	320	370
75TH	420	470	400	450	450	460	330	340	390	380	330	320	400	390	440	550	480	450	340	460
START	344	413	294	346	270	290	178	284	271	260	288	278	335	348	373	440	393	366	317	379
NO. COMPANIES	5	7	14	12	9	6	2	8	8	7	11	8	9	13	13	19	6	8	20	7
NO. EMPLOYEES	42	42	523	625	448	372	19	322	497	25	81	30	75	321	398	185	111	37	94	37

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

WESTCHESTER, NY

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	354	428	410	441	426	431	373	362	416	314	331	347	407	419	481	557	506	448	388	323
AVERAGE	358	391	359	433	394	386	314	331	384	294	343	383	410	399	460	545	498	422	342	389
25TH	300	310	310	400	350	350	270	280	320	250	290	290	360	340	390	470	460	330	300	360
50TH	330	370	350	400	360	380	300	300	350	280	350	340	410	380	490	540	500	420	330	370
75TH	370	440	400	460	440	390	320	360	430	310	370	440	440	440	530	550	540	490	370	400
START	309	361	322	384	346	330	281	282	328	252	278	307	359	348	400	443	382	357	312	345
NO. COMPANIES	8	8	28	16	16	12	17	15	13	12	19	14	14	28	18	29	6	15	29	16
NO. EMPLOYEES	20	35	164	37	30	66	295	143	110	25	58	56	28	319	198	120	40	37	147	240

WILMINGTON, DE

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	287	323	341	480	385	278	252	275	279		261	306	319	288	391	420		346	291	402
AVERAGE	295	323	324	394	368	328	271	274	306		257	317	333	304	382	417		351	310	340
25TH	260	290	270	340	310	270	220	220	230		230	260	280	260	320	350		330	260	260
50TH	280	310	310	340	350	280	270	230	240		260	280	320	280	330	380		330	290	300
75TH	310	340	350	360	440	400	310	300	330		260	310	340	300	450	460		380	330	370
START	254	305	286	348	314	268	231	241	268		211	272	275	255	298	332		299	265	297
NO. COMPANIES	5	5	9	5	5	5	3	7	6		7	6	5	6	6	11		5	9	8
NO. EMPLOYEES	9	5	33	13	12	13	5	31	21		16	14	7	34	27	27		6	15	71

YORK, PA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	297	327	284	347	317	310	262	262	277	201	245	383	264	310	354	396	347	307	280	366
AVERAGE	297	338	280	347	299	309	251	261	324	209	248	359	266	291	357	397	365	294	283	338
25TH	260	300	250	290	260	250	200	230	260	190	220	300	220	260	340	320	330	250	250	280
50TH	280	300	270	360	290	310	250	260	290	200	230	320	250	280	360	390	340	270	270	310
75TH	330	370	300	390	340	340	280	280	370	200	280	440	300	310	370	450	410	320	290	390
START	250	241	236	281	257	272	212	222	239	196	207	281	231	246	290	312	302	241	231	303
NO. COMPANIES	6	2	21	19	19	13	12	17	7	5	9	7	12	20	17	21	5	9	25	15
NO. EMPLOYEES	15	3	81	60	34	29	38	226	64	9	17	17	21	128	99	75	12	18	37	146

EAST CENTRAL UNITED STATES

AKRON-CANTON, OH

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	251	371	321	430	401	338	247	277	458	253	305	315	383	323	413	519	364	452	328	332
AVERAGE	251	368	317	404	367	339	241	283	417	253	307	324	415	310	441	493	401	452	313	340
25TH	200	310	280	340	260	310	220	240	300	240	280	300	280	300	360	450	330	320	240	280
50TH	200	380	300	420	370	340	240	250	460	240	300	300	280	340	420	520	430	320	240	330
75TH	290	400	340	440	380	350	250	280	480	260	350	340	540	350	490	540	430	550	320	400
START	239	336	301	351	289	339	233	267	349	246	262	269	361	303	372	415	350	400	283	328
NO. COMPANIES	2	3	6	5	4	3	3	4	3	2	5	2	2	5	4	5	3	2	4	3
NO. EMPLOYEES	2	6	17	55	23	7	6	10	38	6	10	4	8	37	64	60	33	4	10	8

BATTLECREEK-KALAMAZOO, MI

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	334	441	370	443	373	395	331	298	415	247	310	326	344	367	420	495	363	423	296	461
AVERAGE	320	407	335	420	372	367	306	303	400	234	311	350	349	342	393	468	421	375	293	387
25TH	280	360	280	370	300	310	270	260	320	200	220	290	300	290	310	380	300	310	250	330
50TH	310	410	310	390	350	330	280	280	380	230	300	310	320	330	370	450	410	360	270	360
75TH	320	430	370	470	390	430	340	350	460	250	370	390	390	370	460	520	470	440	320	420
START	291	341	292	344	322	313	262	266	327	219	269	296	327	300	345	374	371	292	257	321
NO. COMPANIES	12	6	30	21	20	10	12	18	16	6	11	15	15	30	24	32	7	13	31	13
NO. EMPLOYEES	32	30	162	103	31	90	213	122	202	32	38	50	34	361	340	133	24	55	50	237

CHICAGO, IL

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	402	443	317	357	361	356	307	341	350	328	301	334	335	366	417	486	449	372	331	361
AVERAGE	354	417	322	393	380	378	301	278	331	292	270	324	366	354	406	496	444	357	304	375
25TH	300	360	300	350	320	330	280	260	300	260	240	300	320	320	380	420	390	300	270	310
50TH	350	430	330	390	350	380	290	280	330	280	260	310	350	340	400	460	430	360	300	350
75TH	390	470	360	450	400	400	320	300	370	330	320	350	370	380	440	540	450	400	310	420
START	324	351	280	330	328	334	266	252	268	237	243	270	304	310	353	433	373	328	269	334
NO. COMPANIES	22	20	35	34	24	14	19	21	15	20	34	18	16	40	37	43	13	18	44	22
NO. EMPLOYEES	153	64	178	193	38	36	74	472	177	195	276	66	33	676	593	332	521	67	154	182

CHICAGO (NORTH/WEST), IL

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	336	398	309	335	373	316	303	252	282	217	254	333	338	345	385	473	466	347	316	353
AVERAGE	320	410	310	414	369	316	294	274	305	240	261	337	343	358	397	464	478	352	313	367
25TH	270	330	280	360	330	290	240	240	270	200	240	290	310	320	360	430	410	310	270	320
50TH	330	400	300	400	360	320	270	270	290	220	240	310	320	340	390	460	450	330	300	370
75TH	330	460	320	460	390	360	330	280	350	280	260	350	360	370	400	500	470	400	350	390
START	289	325	274	344	317	274	249	233	261	211	229	273	279	297	326	381	344	278	267	327
NO. COMPANIES	10	11	20	17	21	11	7	16	9	10	16	13	11	18	13	22	4	7	23	17
NO. EMPLOYEES	27	17	93	54	31	26	15	141	69	36	46	19	14	138	102	85	5	9	32	130

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

CINCINNATI, OH

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	275	360	308	386	344	313	267	265	327	246	256	338	352	342	390	443	409	358	273	330
AVERAGE	284	363	304	397	363	321	256	268	327	232	266	332	352	320	385	446	372	348	290	355
25TH	240	320	270	310	310	290	220	220	270	200	220	250	290	280	350	400	380	310	240	300
50TH	280	350	300	380	380	310	260	260	320	230	260	310	330	310	390	450	380	350	280	340
75TH	320	380	330	460	400	350	280	300	370	260	300	370	400	350	400	500	410	380	330	410
START	269	298	263	332	319	285	239	232	283	216	232	295	300	283	331	362	280	315	254	336
NO. COMPANIES	21	12	43	29	29	18	22	25	21	17	34	24	24	38	33	35	5	21	44	26
NO. EMPLOYEES	61	132	158	95	59	55	103	322	366	123	90	213	37	502	391	201	10	55	103	147

CLEVELAND, OH

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	323	410	343	475	366	515	279	255	424	263	289		342	347	458	487		314	303	509
AVERAGE	316	391	329	383	359	423	254	255	419	254	280		350	339	419	494		308	303	509
25TH	300	320	300	220	330	290	220	200	380	210	250		320	310	370	430		290	260	450
50TH	310	360	330	350	360	380	220	220	380	240	280		330	340	380	460		290	270	450
75TH	340	380	350	380	380	550	270	340	450	300	300		350	360	480	530		320	330	550
START	272	0	310	0	289	0	244	192	0	214	270		288	302	330	381		272	266	0
NO. COMPANIES	6	4	5	4	5	3	4	3	2	3	5		5	7	5	7		2	6	2
NO. EMPLOYEES	9	9	30	14	10	12	48	3	7	8	17		13	97	48	58		3	6	2

COLUMBUS, OH

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	320	368	291	357	375	336	299	277	328	243	275	333	389	340	386	455	400	340	293	352
AVERAGE	311	367	315	369	366	334	267	282	333	246	270	333	376	333	370	464	392	333	290	362
25TH	270	330	270	320	320	270	240	240	290	210	220	270	290	290	340	400	330	290	270	330
50TH	310	370	300	370	350	310	260	280	320	240	250	330	360	320	350	450	380	310	290	350
75TH	330	390	330	400	390	360	280	300	390	270	280	380	410	370	390	500	410	360	300	390
START	273	301	266	307	300	285	243	245	281	224	232	281	326	285	306	360	347	289	254	318
NO. COMPANIES	28	17	50	43	43	20	25	28	22	23	34	29	33	44	41	53	15	31	58	37
NO. EMPLOYEES	130	77	298	183	81	63	249	379	689	105	197	161	50	1179	870	304	86	63	108	357

DAYTON, OH

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	346	393	308	399	377	321	298	267	353	219	260	344	339	328	372	423	374	350	278	294
AVERAGE	286	367	306	386	365	334	284	303	371	246	264	309	344	308	365	411	374	345	286	325
25TH	240	330	260	330	300	270	200	260	310	190	220	260	260	270	320	370	310	280	240	250
50TH	260	360	300	370	370	330	260	280	350	200	250	310	330	290	370	390	340	310	280	320
75TH	320	420	330	420	400	360	350	330	370	240	280	360	370	330	400	450	440	330	310	370
START	274	303	272	331	313	301	247	246	304	234	237	283	305	272	306	355	339	316	249	321
NO. COMPANIES	11	11	22	19	21	18	11	13	8	6	17	12	16	22	17	22	9	15	24	15
NO. EMPLOYEES	86	33	146	85	44	59	111	137	163	12	43	27	29	245	213	101	16	31	50	218

DETROIT, MI

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	316	382	301	317	354	344	275	291	322	243	282	289	337	368	416	523	462	369	285	295
AVERAGE	322	335	330	371	354	308	267	289	368	253	254	308	319	328	397	478	477	392	299	343
25TH	270	270	280	310	300	270	230	250	320	240	210	260	240	280	350	390	450	330	270	260
50TH	290	270	310	360	330	280	270	280	370	250	250	260	280	340	390	470	460	350	300	330
75TH	340	390	340	380	350	330	280	290	410	270	270	330	360	370	450	550	510	480	310	360
START	305	313	266	350	323	301	248	236	285	234	241	272	266	287	332	406	382	327	280	323
NO. COMPANIES	4	2	10	5	6	4	7	4	3	5	8	6	6	12	9	7	3	9	11	4
NO. EMPLOYEES	7	12	53	42	25	95	19	75	180	20	30	27	19	155	73	29	16	22	23	34

EVANSVILLE, IN

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	326		342	357	442	399	242	231	252	371	316	344	454	325	486	464		403	321	302
AVERAGE	326		331	347	424	349	253	229	286	333	304	316	377	336	391	483		423	283	303
25TH	310		230	270	320	280	230	200	230	200	230	180	180	270	280	420		310	230	290
50TH	310		250	340	460	280	230	210	280	260	260	310	260	310	330	440		350	260	300
75TH	330		330	400	470	300	270	220	550	530	390	310	550	370	440	500		550	280	310
START	259		290	279	317	297	225	219	212	291	262	283	347	281	327	392		339	255	272
NO. COMPANIES	2		8	6	7	5	2	4	7	3	7	4	3	10	7	9		5	12	5
NO. EMPLOYEES	2		26	9	11	44	4	79	36	9	15	5	4	90	51	28		7	24	37

FORT WAYNE, IN

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	276	335	317	379	321	296	269	313	365	236	262	333	319	305	339	415	375	368	272	409
AVERAGE	275	342	294	356	348	346	285	303	349	233	270	311	306	342	368	434	381	372	289	384
25TH	230	300	250	310	280	310	240	240	290	200	210	220	260	280	310	380	360	310	250	310
50TH	250	320	270	340	330	330	250	280	330	240	250	290	290	290	340	410	360	350	260	370
75TH	290	380	320	380	380	360	270	330	370	250	320	380	320	370	380	460	400	430	320	390
START	230	311	260	295	281	299	239	265	306	212	246	290	268	278	291	344	0	234	246	344
NO. COMPANIES	16	9	28	23	24	11	13	23	15	12	16	19	12	22	23	27	2	15	27	17
NO. EMPLOYEES	38	22	266	202	52	43	60	365	220	93	63	92	40	350	357	127	3	36	61	157

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

GRAND RAPIDS, MI

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	284	365	337	394	345	322	293	310	350	233	268	329	342	315	374	436	396	338	278	346
AVERAGE	287	359	321	390	350	321	290	293	342	255	255	318	334	322	359	426	384	347	291	346
25TH	240	330	270	330	320	270	240	250	310	210	220	270	300	280	310	410	340	310	240	290
50TH	280	360	310	380	350	310	260	280	330	240	240	320	320	320	340	420	390	340	270	310
75TH	310	380	350	440	380	350	320	330	370	310	270	380	370	350	400	450	410	360	350	420
START	255	303	273	347	277	273	266	252	297	222	218	263	281	278	308	344	328	306	255	309
NO. COMPANIES	12	11	24	18	20	15	12	15	9	12	15	15	14	21	24	25	3	10	27	18
NO. EMPLOYEES	36	36	137	51	61	73	39	161	125	25	44	63	36	166	228	128	12	20	103	129

INDIANAPOLIS, IN

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	288	310	290	343	330	317	251	234	279	216	234	254	318	321	389	418	370	335	285	337
AVERAGE	277	324	293	348	343	325	261	270	293	234	236	240	322	324	356	429	369	334	289	333
25TH	240	290	260	290	300	280	230	190	240	180	210	210	290	290	300	340	330	280	250	280
50TH	260	310	280	340	320	290	250	250	290	200	220	240	300	320	340	400	340	310	270	320
75TH	310	370	310	380	350	380	270	300	330	240	250	250	340	340	360	490	400	360	300	340
START	238	280	246	286	280	283	208	210	234	185	200	211	254	257	278	341	303	270	227	293
NO. COMPANIES	17	13	26	30	18	10	13	22	14	20	21	16	15	21	21	27	6	13	28	17
NO. EMPLOYEES	44	23	192	103	37	45	68	212	191	106	71	38	24	295	209	104	12	18	45	318

ROCKFORD, IL

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	285	330	287	355	332	301	267	262	287	216	223	333	300	305	352	409	430	305	273	329
AVERAGE	295	337	288	358	341	323	267	273	295	207	255	320	302	296	348	407	430	311	268	325
25TH	270	300	240	300	300	290	250	230	260	180	220	280	260	270	310	370	430	270	230	270
50TH	280	320	290	330	330	300	260	270	280	220	250	320	280	290	340	400	430	290	260	320
75TH	320	370	310	360	370	320	290	300	320	230	270	350	320	310	390	450	430	320	300	350
START	268	291	261	294	299	281	233	228	257	191	207	284	263	267	285	338	337	265	252	301
NO. COMPANIES	10	7	24	24	22	10	10	18	12	7	12	13	18	24	18	26	1	16	27	17
NO. EMPLOYEES	41	11	116	39	34	36	32	135	31	13	55	36	32	291	79	69	3	26	40	89

TOLEDO, OH

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	338	366	301	376	350	339	326	315	341	255	285	344	363	362	418	465	353	354	308	362
AVERAGE	311	357	329	376	357	319	293	294	336	257	270	355	354	348	429	444	377	359	305	355
25TH	270	290	270	320	300	290	270	240	300	200	200	320	300	310	370	370	330	310	260	300
50TH	300	330	330	370	350	320	290	270	330	220	260	330	340	340	400	420	350	350	290	350
75TH	350	380	360	410	390	330	300	330	360	290	300	360	390	370	450	490	440	390	330	400
START	260	322	272	337	301	262	248	253	292	206	224	276	301	288	333	370	312	286	256	309
NO. COMPANIES	19	8	37	25	25	12	20	23	18	15	19	14	21	33	29	34	11	19	40	19
NO. EMPLOYEES	116	30	215	65	60	54	166	303	184	107	47	23	28	413	209	140	41	25	81	197

WEST CENTRAL UNITED STATES

CEDAR RAPIDS, IA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	270	374	279	345	319	317	274	277	301	191	227	311	319	306	335	397	409	312	284	268
AVERAGE	272	367	294	355	346	307	260	272	310	195	234	331	321	312	340	427	427	315	262	304
25TH	260	290	250	320	300	280	220	230	270	180	180	280	270	260	300	390	370	290	220	240
50TH	260	380	280	340	320	290	250	250	290	180	210	290	320	290	320	400	370	310	250	270
75TH	300	410	320	380	330	350	230	280	320	210	270	330	320	340	350	460	480	320	290	340
START	220	304	251	291	307	269	231	229	256	180	205	256	305	277	295	366	325	281	233	270
NO. COMPANIES	10	5	22	19	18	11	11	13	9	10	13	9	9	21	14	17	2	9	26	12
NO. EMPLOYEES	23	6	117	46	28	21	63	112	78	23	30	17	20	130	104	79	3	15	334	171

DAVENPORT, IA (QUAD-CITIES)

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	280	346	307	365	345	302	283	285	351	232	291	275	337	330	355	444	441	366	289	356
AVERAGE	278	345	295	384	359	309	281	279	350	229	339	310	351	322	366	440	463	340	290	352
25TH	230	300	240	330	320	250	220	230	270	200	240	270	300	280	310	390	380	260	240	260
50TH	280	340	260	360	330	280	260	270	350	220	270	290	330	300	360	410	420	350	270	300
75TH	310	370	320	410	390	360	300	310	390	240	320	320	380	360	410	470	540	370	320	470
START	259	280	244	322	298	273	232	248	294	211	238	279	295	261	290	344	371	301	240	300
NO. COMPANIES	11	8	20	22	18	7	11	21	16	10	10	9	12	20	19	26	7	15	26	13
NO. EMPLOYEES	30	21	95	60	42	23	82	243	129	40	32	24	42	154	114	58	14	69	40	78

DES MOINES, IA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	304	346	301	336	334	296	268	244	316	205	235	293	331	331	379	423	361	353	273	336
AVERAGE	286	342	288	339	339	324	252	251	305	222	242	276	310	309	363	427	372	316	274	317
25TH	250	270	250	290	300	290	220	220	260	190	210	220	250	280	310	380	350	260	240	260
50TH	260	320	270	310	330	290	240	240	290	210	230	250	310	290	360	420	370	300	260	290
75TH	320	380	310	380	360	360	270	280	350	230	280	300	340	330	400	460	410	350	290	350
START	253	283	252	303	295	286	220	226	260	200	219	245	276	267	309	344	317	273	244	291
NO. COMPANIES	33	26	43	39	28	14	24	35	26	22	38	25	24	41	40	46	17	26	49	25
NO. EMPLOYEES	209	74	403	219	46	88	369	925	1030	247	138	97	70	1304	530	192	49	74	117	463

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

FARGO-MOORHEAD, ND

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	222	248	273	336	325	347	258	237	255	242	255	268	276	287	295	344	219	306	265	240
AVERAGE	233	330	288	328	336	374	244	250	319	238	264	252	310	268	321	374	219	333	261	237
25TH	200	250	240	270	240	290	160	190	220	220	180	190	190	230	270	310	210	270	200	230
50TH	220	370	280	300	280	330	210	210	320	240	190	200	340	250	320	370	210	300	240	240
75TH	270	390	330	360	360	360	360	260	380	250	210	360	390	280	330	400	210	340	260	240
START	195	213	240	271	314	299	218	215	256	199	248	235	258	239	275	289	244	280	228	199
NO. COMPANIES	6	5	11	8	4	4	3	6	7	3	4	6	3	9	7	9	1	4	8	5
NO. EMPLOYEES	22	61	45	23	7	6	13	66	150	5	5	11	6	225	154	66	2	7	19	17

KANSAS CITY, MO

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	310	367	296	346	343	316	278	272	315	226	247	260	335	321	396	506	406	314	281	319
AVERAGE	306	379	295	375	348	343	265	261	335	242	259	274	323	333	382	475	421	309	283	351
25TH	290	340	250	330	310	260	210	240	290	200	220	240	260	300	340	400	370	270	240	270
50TH	300	350	290	340	340	300	270	250	330	230	240	250	280	320	360	450	410	300	260	330
75TH	320	400	310	410	360	320	290	280	360	250	250	330	350	330	400	520	440	320	300	390
START	259	287	262	327	277	256	241	235	284	205	221	234	278	271	314	367	350	276	246	279
NO. COMPANIES	21	12	28	17	22	16	15	18	14	17	21	15	12	22	19	25	9	13	27	22
NO. EMPLOYEES	95	73	103	73	37	109	85	250	418	89	100	55	19	235	147	100	15	22	63	184

LINCOLN, NE

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	250	305	302	331	316	247	250	232	266	218	223	303	289	310	319	389	333	258	228	326
AVERAGE	254	315	279	319	319	281	244	238	270	202	220	256	287	287	325	396	345	261	229	303
25TH	220	270	230	280	270	240	190	210	250	180	190	220	250	240	270	320	290	240	210	240
50TH	230	300	270	300	310	260	210	220	270	200	210	240	260	270	310	400	340	260	230	300
75TH	270	360	310	350	350	330	270	240	280	220	230	290	330	310	360	410	370	280	250	350
START	220	253	228	269	269	232	198	201	237	176	186	209	239	234	281	312	297	219	205	235
NO. COMPANIES	18	17	34	23	12	9	10	18	15	12	21	14	9	28	19	31	8	13	27	15
NO. EMPLOYEES	52	34	228	100	13	31	117	260	194	47	46	35	13	144	180	82	21	23	40	170

MADISON, WI

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	292	339	305	317	361	212	266	291	349	191	240	377	473	344	344	393	396	376	289	301
AVERAGE	300	345	307	349	365	282	252	273	321	239	247	324	328	324	360	399	434	343	301	304
25TH	250	310	260	280	300	290	230	200	280	180	230	210	250	280	320	340	380	270	250	270
50TH	280	360	310	310	330	330	250	260	310	190	250	360	300	290	340	370	380	350	260	290
75TH	370	360	320	430	400	0	270	290	360	310	260	380	330	350	380	450	480	390	350	300
START	255	276	253	304	294	211	209	236	253	226	220	263	265	262	331	346	376	273	240	257
NO. COMPANIES	7	5	12	7	6	3	5	6	5	6	9	7	6	12	9	16	2	6	19	5
NO. EMPLOYEES	21	14	21	18	8	11	17	219	144	58	27	27	35	42	36	44	8	13	35	60

MID-MISSOURI

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	269	310	261	327	295	253	248	249	290	219	237	255	293	287	325	359	331	343	260	348
AVERAGE	269	294	286	351	335	266	248	256	301	202	245	266	338	296	354	423	341	343	269	329
25TH	210	250	240	300	260	210	210	220	260	190	230	250	280	260	330	360	280	340	250	250
50TH	240	280	260	340	310	220	230	250	310	220	250	250	360	290	350	400	310	340	260	280
75TH	290	310	310	360	390	270	270	270	320	230	250	310	370	310	380	440	390	350	280	370
START	232	272	239	284	259	221	215	229	253	194	213	247	297	248	280	337	286	269	221	223
NO. COMPANIES	8	5	12	10	9	5	10	10	7	4	7	6	9	12	10	10	6	5	12	4
NO. EMPLOYEES	1016	404	174	126	123	14	1037	439	307	108	113	70	112	1019	669	258	24	5	125	24

MILWAUKEE, WI

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	328	415	323	406	391	375	306	318	348	239	256	361	326	343	411	481	397	348	297	401
AVERAGE	312	383	327	399	377	333	295	288	343	248	265	326	332	346	394	447	417	346	296	347
25TH	270	320	270	330	320	300	250	250	280	200	220	260	270	300	350	400	330	300	240	280
50TH	300	380	300	380	350	330	290	260	320	230	250	310	330	320	370	430	400	350	280	320
75TH	330	410	350	440	440	390	330	310	390	280	280	330	370	400	420	480	450	360	320	380
START	276	314	282	337	326	303	251	245	295	218	243	293	288	305	329	365	349	301	269	315
NO. COMPANIES	25	19	38	26	27	18	21	26	24	23	30	20	22	28	28	34	11	14	32	16
NO. EMPLOYEES	78	81	133	110	56	130	102	288	181	71	109	84	32	347	314	221	35	16	94	252

MINNEAPOLIS-ST. PAUL, MN

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	331	375	314	382	359	330	287	262	334	230	256	357	330	348	393	469	440	345	280	307
AVERAGE	330	385	308	405	356	339	278	279	323	256	263	311	334	335	396	459	416	357	285	372
25TH	300	350	280	350	320	300	250	260	290	220	230	260	300	300	370	410	380	310	250	300
50TH	320	370	310	390	340	330	280	270	310	240	250	280	330	340	390	450	400	340	280	360
75TH	340	410	320	450	380	360	280	280	330	270	290	360	350	360	410	500	440	370	310	390
START	288	322	284	353	314	301	247	253	289	234	239	266	314	296	341	397	356	321	265	324
NO. COMPANIES	23	16	45	32	30	17	12	24	15	20	34	14	21	40	37	48	12	19	43	25
NO. EMPLOYEES	52	34	741	68	150	170	63	101	76	75	92	343	39	309	157	178	31	55	76	427

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

MINNESOTA (SOUTHERN)

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	299	343	255	473	334	335		300	325	248	262	391	300	312	389	439		314	344	233
AVERAGE	299	340	260	473	348	335		279	318	248	277	378	337	321	362	435		381	330	266
25TH	270	300	240	430	270	200		220	270	190	190	330	240	290	340	390		250	300	200
50TH	310	350	250	460	300	200		280	310	190	260	360	360	310	370	420		380	300	270
75TH	310	360	260	470	350	460		330	360	290	290	430	410	340	410	460		490	340	320
START	264	287	207	346	265	279		222	246	235	234	287	287	261	289	326		290	235	195
NO. COMPANIES	3	3	4	4	4	2		3	5	2	4	3	5	5	5	6		5	4	3
NO. EMPLOYEES	6	4	14	4	5	2		5	17	2	5	7	8	55	20	11		11	6	19

OMAHA, NE

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	296	341	84	286	327	259	267	224	264	200	205	263	324	284	307	375	379	301	242	245
AVERAGE	278	293	261	314	337	250	231	246	278	204	222	287	315	284	341	417	379	301	248	259
25TH	250	260	240	290	290	210	200	200	210	190	190	230	260	250	290	310	370	250	210	220
50TH	260	410	270	320	310	240	220	240	280	210	230	260	270	260	310	370	370	300	250	240
75TH	330	410	310	360	380	250	230	270	290	240	280	330	320	300	390	500	390	300	270	280
START	246	290	234	285	290	232	208	214	249	178	191	243	240	241	284	313	331	270	215	242
NO. COMPANIES	9	7	21	17	15	13	8	9	7	7	8	10	10	14	15	19	2	5	19	14
NO. EMPLOYEES	35	6	279	137	25	27	56	110	80	84	65	35	34	180	229	141	33	5	51	93

ST. LOUIS, MO

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	293	324	310	383	330	304	276	240	293	221	242	258	307	348	382	422	427	337	276	277
AVERAGE	297	358	289	366	353	321	264	268	328	231	248	266	310	318	365	439	421	350	281	317
25TH	270	310	240	310	280	260	230	230	270	200	210	210	260	270	310	360	360	270	250	250
50TH	280	340	280	340	310	300	260	260	330	210	230	240	290	320	340	450	370	320	270	300
75TH	320	420	330	430	370	370	290	310	380	250	270	290	330	360	420	480	480	400	300	350
START	268	307	253	306	291	283	237	236	289	216	219	258	266	266	308	342	338	301	244	294
NO. COMPANIES	15	11	23	22	20	14	17	17	13	13	24	12	12	22	21	26	6	12	29	16
NO. EMPLOYEES	37	27	217	170	49	27	105	342	239	23	55	42	21	389	340	150	11	19	88	98

TOPEKA, KS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	279	363	331	372	351	293	258	295	315	194	227	336	324	322	360	411	353	309	263	321
AVERAGE	292	369	312	396	339	295	285	268	309	194	238	318	306	329	357	419	351	312	271	325
25TH	260	330	250	350	330	300	240	210	280	180	200	220	280	300	340	370	340	270	230	230
50TH	300	340	310	380	350	300	250	250	300	190	240	300	310	320	340	390	350	290	260	320
75TH	300	390	350	420	370	310	350	260	320	190	270	340	330	350	370	460	360	330	280	360
START	247	331	269	333	288	240	258	244	264	182	212	283	262	282	305	351	296	261	237	279
NO. COMPANIES	5	4	12	9	9	5	3	4	3	4	7	6	6	11	6	9	5	5	10	8
NO. EMPLOYEES	22	5	36	17	18	20	50	39	38	10	18	8	9	43	72	30	7	6	28	44

WICHITA, KS

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	374	380	289	347	316	275	242	294	404	254	266	338	280	350	387	437	383	340	257	296
AVERAGE	353	383	311	361	341	310	243	268	358	255	263	298	282	314	385	414	378	324	265	326
25TH	310	350	260	310	260	270	240	210	300	190	210	230	240	270	330	370	330	280	230	260
50TH	330	390	270	350	310	310	240	240	350	220	240	300	260	310	360	410	350	320	250	360
75TH	410	430	320	330	390	320	250	270	440	260	260	320	330	330	390	430	360	350	280	380
START	261	317	272	299	271	279	224	230	297	210	223	227	255	274	326	339	313	270	238	278
NO. COMPANIES	8	6	20	19	16	5	6	8	5	9	16	11	7	15	16	25	8	11	20	9
NO. EMPLOYEES	47	16	140	101	38	52	35	184	254	56	33	71	36	304	224	113	26	20	46	25

SOUTHERN UNITED STATES

ATLANTA, GA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	317	431	272	370	416	327	257	259	291	227	258	261	405	349	368	440	405	379	277	341
AVERAGE	326	431	317	373	420	311	248	245	301	231	256	266	395	334	391	463	405	356	303	341
25TH	290	340	260	340	370	260	220	220	270	210	220	230	340	300	360	390	400	300	280	310
50TH	310	460	320	380	450	260	250	240	280	220	230	250	410	340	380	450	400	370	290	320
75TH	350	480	340	390	450	350	260	250	320	250	270	300	460	350	420	450	400	390	330	400
START	293	361	282	328	344	288	237	215	271	203	231	244	356	296	340	385	339	286	259	338
NO. COMPANIES	5	3	8	9	5	2	5	5	5	7	6	6	5	9	9	9	1	3	10	6
NO. EMPLOYEES	9	3	30	41	7	6	29	51	135	39	10	8	9	63	131	35	23	7	18	39

BIRMINGHAM, AL

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	293	330	255	352	320	285	227	225	330	209	219	234	314	275	334	372	405	302	260	260
AVERAGE	284	320	272	378	343	286	231	253	328	234	230	257	308	302	365	449	393	302	287	273
25TH	220	250	240	330	300	210	210	220	270	210	210	210	270	260	320	390	380	210	240	240
50TH	290	300	270	360	320	250	220	240	320	230	220	230	310	300	340	420	380	300	290	250
75TH	340	320	260	420	350	320	250	260	350	260	240	280	320	350	400	490	410	340	320	270
START	246	282	261	337	327	243	212	210	252	193	200	210	251	240	284	343	287	274	241	235
NO. COMPANIES	7	9	17	12	13	6	11	14	11	11	13	8	7	19	13	20	5	7	20	10
NO. EMPLOYEES	18	15	82	73	29	140	55	316	318	43	55	46	12	285	528	304	11	7	50	134

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

CHARLOTTE, NC

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	322	457	312	374	388	298	270	305	358	243	254	297	351	345	386	445	420	303	303	355
AVERAGE	335	457	310	377	391	293	271	293	343	244	254	302	342	342	395	475	420	307	308	379
25TH	330	430	280	340	360	280	240	260	300	220	220	270	310	310	350	410	400	260	270	330
50TH	340	430	300	350	360	290	260	290	330	240	250	280	330	330	360	440	400	280	300	330
75TH	360	480	310	290	420	300	270	320	360	260	280	300	350	360	410	470	430	320	340	430
START	293	336	272	313	326	288	239	231	294	241	215	255	329	295	320	387	334	279	258	321
NO. COMPANIES	5	2	10	9	5	2	4	7	4	3	7	7	5	11	10	14	2	4	14	6
NO. EMPLOYEES	13	2	27	23	8	4	11	61	73	4	7	15	7	43	49	69	2	5	21	47

COLUMBIA, SC

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	267	309	255	303	328	289	217	231	268	188	200	264	305	287	330	398	335	291	265	308
AVERAGE	271	309	270	352	324	309	218	230	289	222	228	285	305	311	343	423	335	291	277	353
25TH	240	300	250	310	300	270	210	220	260	180	180	210	260	280	290	390	320	210	240	320
50TH	240	300	260	350	320	270	210	220	260	220	180	270	300	320	350	430	330	220	260	330
75TH	260	310	290	380	350	340	220	230	310	250	210	300	330	330	360	450	340	290	290	400
START	235	276	234	283	258	243	200	189	196	196	178	260	268	250	264	299	255	256	235	284
NO. COMPANIES	5	2	9	7	8	2	2	3	2	3	4	5	5	9	7	9	3	4	8	6
NO. EMPLOYEES	30	4	34	25	18	4	7	67	19	28	42	12	5	102	110	34	3	4	14	289

DALLAS, TX

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	366	391	345	378	329	355	246	265	332	222	265	250	338	357	399	481	515	371	310	446
AVERAGE	347	406	323	400	372	354	251	277	340	264	279	264	374	354	417	494	501	376	318	354
25TH	310	370	290	350	320	310	230	240	300	210	240	250	320	310	370	450	450	300	270	310
50TH	340	390	310	380	350	310	240	270	330	240	270	270	350	350	420	490	480	370	310	330
75TH	380	420	340	420	380	370	250	290	370	300	300	310	370	390	460	540	540	430	330	350
START	306	344	263	323	311	287	236	241	284	230	242	249	296	311	354	409	420	305	271	295
NO. COMPANIES	23	20	35	35	27	12	12	22	18	19	30	19	17	34	35	38	14	23	41	25
NO. EMPLOYEES	107	69	326	214	81	38	39	234	277	105	109	94	39	330	444	267	194	56	105	870

FORT WORTH, TX

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	373	422	338	351	414	372	263	324	372	224	238	281	382	364	424	474	408	399	292	373
AVERAGE	315	434	327	375	404	348	292	302	349	237	273	285	354	359	420	482	408	346	307	355
25TH	200	320	260	300	350	270	250	230	300	180	240	270	220	330	380	420	330	220	250	330
50TH	280	380	260	320	390	320	300	260	310	230	270	270	350	340	420	480	410	250	280	390
75TH	280	500	410	460	480	440	310	280	320	230	300	290	400	400	470	540	420	410	360	400
START	285	363	271	322	333	281	240	234	260	207	219	222	300	296	325	372	326	287	243	275
NO. COMPANIES	4	4	8	6	5	5	3	4	5	4	5	2	4	5	6	6	4	4	5	[illegible]
NO. EMPLOYEES	17	8	23	39	12	40	48	125	139	50	16	14	10	48	42	21	13	3	7	117

GEORGIA (NORTHWEST)

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE			342	472	358	323	291	334	370	324	306	341	333	338	380	461		340	299	346
AVERAGE			310	407	360	316	290	313	348	299	296	330	336	326	411	416		338	285	321
25TH			250	340	330	290	280	300	310	210	270	310	280	300	370	320		320	260	290
50TH			280	360	340	320	280	300	310	300	270	330	320	320	390	400		330	270	310
75TH			350	390	360	320	300	330	380	330	310	340	270	330	470	500		350	320	330
START			271	297	282	261	240	260	263	260	246	263	267	270	304	283		276	240	260
NO. COMPANIES			6	5	4	3	2	3	2	4	2	3	6	4	3	6		5	6	5
NO. EMPLOYEES			68	10	7	34	7	29	10	21	8	12	15	90	17	17		46	9	94

GREENSBORO, NC

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	314	406	299	349	343	377	270	262	293	234	256	268	319	319	324	338		329	292	320
AVERAGE	314	391	305	401	343	334	248	265	297	236	266	277	312	293	343	403		315	288	338
25TH	300	350	270	320	330	260	200	230	260	220	230	250	270	270	300	350		270	230	320
50TH	300	400	290	370	330	280	230	250	290	230	240	270	300	280	320	390		280	280	330
75TH	330	410	310	470	350	360	250	300	300	240	260	290	320	310	340	460		350	310	360
START	275	317	256	317	293	297	233	225	256	211	235	238	273	263	276	336		269	255	269
NO. COMPANIES	3	3	9	10	2	2	4	6	8	4	8	5	6	9	8	11		5	10	6
NO. EMPLOYEES	8	17	22	33	2	43	33	77	67	52	28	9	10	108	53	106		12	14	47

GREENVILLE, SC

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	283	328	264	323	300		234	251	336	225	213	255	325	316	362	420	393	232	267	274
AVERAGE	264	324	256	319	309		253	228	332	206	239	255	260	261	338	401	392	334	274	296
25TH	240	330	200	280	240		230	180	310	150	200	210	210	240	290	340	320	260	250	250
50TH	240	330	250	310	290		260	220	310	200	200	210	260	250	230	400	360	280	270	260
75TH	270	340	290	360	310		260	250	340	230	220	280	290	310	350	400	480	320	270	290
START	184	317	231	336	273		234	138	317	170	180	0	250	243	273	306	313	317	225	256
NO. COMPANIES	4	5	7	7	5		3	4	2	3	5	2	4	6	4	8	3	5	9	6
NO. EMPLOYEES	18	12	100	27	23		19	59	18	43	16	2	24	274	61	62	7	36	21	63

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

HOUSTON, TX

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	355	466	316	380	347		245	255	325	252	237	235	366	335	390	501	479	288	314	327
AVERAGE	377	448	327	401	354		235	269	366	263	248	252	328	354	423	529	473	300	305	327
25TH	320	400	300	370	310		200	240	320	200	230	220	280	310	350	450	460	230	260	320
50TH	330	420	320	360	330		240	250	340	260	250	230	310	320	370	510	460	270	310	320
75TH	460	480	340	400	400		260	310	340	300	260	250	360	340	390	550	490	330	340	320
START	370	399	283	324	304		202	227	309	235	221	220	283	298	347	432	420	268	266	0
NO. COMPANIES	7	5	9	9	6		3	7	5	3	9	4	6	8	8	10	2	4	11	1
NO. EMPLOYEES	13	16	46	25	11		7	139	53	12	19	9	10	171	194	117	2	10	15	10

KINGSPORT, TN

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	353	345	316	404	331	362	251	258	343		308	289	356	330	380	425	368	333	266	405
AVERAGE	318	345	300	362	340	334	235	285	333		272	278	343	317	364	418	368	318	270	376
25TH	250	250	240	320	220	260	160	220	280		220	200	230	270	320	340	290	270	200	300
50TH	280	320	280	360	350	290	220	240	310		280	260	370	290	380	410	300	310	240	360
75TH	320	350	330	400	350	360	260	320	400		360	290	370	350	420	460	500	310	300	430
START	248	326	229	294	289	282	169	231	262		220	227	260	259	302	329	303	255	216	306
NO. COMPANIES	4	4	12	13	4	5	4	6	7		3	4	4	11	9	13	3	8	12	10
NO. EMPLOYEES	13	4	53	45	6	11	16	36	69		14	13	12	141	60	37	3	12	20	179

KNOXVILLE, TN

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	292	326	279	376	360	281	304	293	339	236	232	293	341	313	397	437		359	275	358
AVERAGE	278	327	292	363	361	281	268	265	309	256	232	289	330	294	362	418		331	266	368
25TH	230	300	260	310	250	240	130	170	280	170	180	270	250	260	320	400		300	230	280
50TH	280	330	270	350	350	280	260	260	300	200	230	290	280	290	350	410		310	250	350
75TH	320	340	330	410	460	310	280	310	340	400	240	300	460	320	410	420		350	280	390
START	265	311	252	329	293	254	248	272	292	205	225	282	283	248	304	338		299	222	320
NO. COMPANIES	3	3	9	9	7	3	4	4	3	3	4	3	7	6	5	9		6	11	6
NO. EMPLOYEES	9	5	55	22	8	3	7	35	17	4	4	6	9	42	57	23		10	21	27

LEXINGTON, KY

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	237	296	229	292	324	256	223	233	278	173	183	208	271	282	347	430	361	274	262	251
AVERAGE	262	319	271	355	328	275	215	213	331	238	227	245	237	307	364	419	335	253	265	307
25TH	230	290	210	300	290	200	190	200	190	230	160	180	170	240	290	390	220	230	220	220
50TH	240	290	260	340	340	240	200	230	270	260	190	200	240	290	340	440	350	240	260	320
75TH	260	340	270	430	340	290	220	310	520	310	230	240	290	320	360	470	360	270	290	360
START	266	240	232	275	263	244	216	204	309	234	189	237	226	268	296	345	278	220	231	302
NO. COMPANIES	4	2	13	11	9	6	4	8	3	5	4	8	3	10	8	9	4	4	12	9
NO. EMPLOYEES	266	95	86	57	16	15	122	276	186	37	14	32	8	228	160	27	8	180	18	156

LITTLE ROCK, AR

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	262	350	291	389	326	264	243	231	288	212	237	256	291	292	345	448	419	291	262	436
AVERAGE	266	326	274	363	314	259	244	266	308	205	227	252	287	295	358	434	381	322	262	323
25TH	230	250	230	310	280	230	220	210	270	170	200	200	250	260	290	350	280	270	220	230
50TH	250	340	250	350	290	250	240	270	290	200	200	260	260	280	360	400	400	310	250	300
75TH	290	350	260	400	320	300	260	370	320	210	250	270	320	340	380	490	470	360	300	350
START	242	291	226	289	270	235	211	227	244	185	210	223	256	262	301	374	328	257	224	269
NO. COMPANIES	10	6	19	14	14	9	9	11	9	8	9	12	7	14	15	16	7	13	18	14
NO. EMPLOYEES	19	27	101	78	23	71	39	137	70	38	35	29	9	220	223	103	15	47	45	401

LOUISVILLE, KY

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	305	303	293	351	366	261	304	272	332	236	247	273	333	268	311	336	360	362	263	309
AVERAGE	271	325	307	352	331	261	270	271	313	268	248	280	324	297	336	404	372	364	263	352
25TH	220	280	250	300	280	240	210	220	260	200	200	200	270	240	270	320	280	320	210	280
50TH	250	340	270	320	300	240	240	250	300	210	240	240	320	290	320	390	280	350	240	310
75TH	320	370	330	360	390	330	300	290	350	300	270	300	360	320	350	440	450	430	320	350
START	242	275	257	307	274	244	254	241	276	243	236	231	279	264	285	342	324	318	222	280
NO. COMPANIES	11	9	13	15	19	6	6	13	10	6	12	9	10	15	16	20	2	10	19	12
NO. EMPLOYEES	39	63	173	102	70	73	114	271	422	50	66	42	74	262	338	173	14	42	53	256

NORFOLK, VA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	271	271	269	239	322	298	245	245	311	191	264	312	355	335	348	389	377	283	266	303
AVERAGE	258	266	266	309	303	286	231	241	310	217	286	268	291	309	343	361	384	272	265	271
25TH	230	250	230	270	240	280	220	210	270	180	210	230	220	260	290	310	350	200	200	220
50TH	260	250	250	280	320	280	230	230	290	200	240	240	250	280	370	320	370	250	260	250
75TH	260	280	270	350	340	280	230	260	330	220	260	320	310	330	390	380	420	290	290	300
START	239	239	250	296	270	271	205	195	258	207	250	257	274	275	322	323	309	299	240	255
NO. COMPANIES	4	2	12	7	12	5	5	9	5	4	9	6	8	15	7	14	3	4	16	6
NO. EMPLOYEES	79	3	39	58	34	9	64	70	13	40	15	51	49	115	82	115	14	21	49	130

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

OKLAHOMA CITY, OK

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	307	379	362	392	289	303	266	275	382	216	249	271	275	362	424	456	412	390	305	451
AVERAGE	306	407	296	357	370	299	279	269	344	229	249	264	290	332	416	477	424	353	271	332
25TH	280	340	260	290	280	280	240	240	310	200	210	190	250	280	340	410	330	230	240	280
50TH	290	360	280	360	330	290	270	260	350	220	250	240	260	310	380	450	400	350	250	300
75TH	320	410	300	330	440	350	290	280	380	240	290	340	360	320	430	490	490	430	280	350
START	257	340	240	286	255	254	225	214	268	212	211	210	239	273	331	359	363	295	236	281
NO. COMPANIES	10	9	21	16	16	17	11	17	15	12	17	11	10	20	19	26	6	14	24	17
NO. EMPLOYEES	60	31	200	212	198	71	149	271	223	70	29	24	22	589	516	211	10	63	142	300

ORLANDO, FL

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	284	290	304	427	313	295	367	351	368		252	277	338	323	347	419	383	331	286	370
AVERAGE	292	299	282	380	314	277	302	266	311		254	276	343	295	337	417	361	300	283	295
25TH	240	280	270	340	260	240	220	210	250		200	230	330	260	320	380	310	270	250	210
50TH	280	310	280	350	300	240	260	230	260		250	290	330	290	330	420	310	280	270	300
75TH	340	310	310	400	330	310	330	300	320		290	310	350	320	340	440	400	300	300	370
START	241	272	237	304	259	236	221	212	256		228	229	293	239	268	315	317	249	223	248
NO. COMPANIES	7	5	9	8	9	2	4	5	4		7	7	2	11	9	10	2	6	7	3
NO. EMPLOYEES	18	30	170	80	39	4	65	334	76		19	15	7	170	172	81	4	15	19	219

RALEIGH, NC

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	304	343	303	355	336	312	309	317	348	244	273	263	351	317	359	413	341	313	295	317
AVERAGE	309	365	316	389	339	320	258	266	332	225	268	290	355	325	371	443	341	311	291	330
25TH	280	330	290	340	290	270	240	240	280	200	230	230	310	290	330	400	320	280	260	290
50TH	300	340	300	370	330	310	250	250	320	210	250	300	350	320	360	420	330	300	280	330
75TH	340	390	340	400	380	350	260	280	350	240	290	330	390	340	380	460	360	340	300	370
START	275	332	268	321	309	283	245	232	267	216	235	261	333	291	319	373	307	296	245	295
NO. COMPANIES	11	9	21	17	18	5	5	14	8	5	16	11	9	17	16	23	6	11	20	11
NO. EMPLOYEES	97	91	373	188	70	16	2240	818	346	99	124	111	10	1199	1374	803	6	51	51	214

RICHMOND, VA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	313	347	320	336	327	329	227	249	286	247	242	242	375	326	370	459	413	298	278	312
AVERAGE	309	349	314	368	348	343	259	257	320	257	250	251	342	330	354	433	398	325	275	336
25TH	280	300	260	320	290	260	220	230	260	210	210	210	280	290	320	380	360	250	250	280
50TH	300	330	310	350	310	300	240	240	270	220	240	240	290	330	350	420	410	330	270	310
75TH	330	370	330	400	330	380	280	270	390	310	270	270	340	350	370	460	420	350	310	350
START	270	299	280	309	302	296	236	238	285	242	230	224	297	280	291	363	312	289	232	302
NO. COMPANIES	16	12	23	18	11	8	11	18	11	10	14	10	12	20	13	22	5	10	21	18
NO. EMPLOYEES	54	25	132	90	26	37	51	195	381	42	50	32	25	169	279	150	104	21	80	251

ROANOKE, VA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE			377	503	421	381		250			355	440	386	325	443	510		429	321	435
AVERAGE			334	503	381	381		209			355	357	393	335	360	452		434	321	461
25TH			260	500	300	380		160			350	250	370	310	260	450		420	290	410
50TH			320	500	400	380		160			350	250	370	320	260	470		420	290	410
75TH			400	500	430	380		250			350	460	410	360	450	500		440	340	500
START			264	375	241	225		200			264	344	273	264	296	331		278	211	285
NO. COMPANIES			5	1	3	1		2			1	2	2	5	2	5		2	2	2
NO. EMPLOYEES			17	5	10	3		12			2	9	3	90	27	18		11	2	19

SABINE-NECHES, TX

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE			283			277	278	208	315					325	376	427			226	282
AVERAGE			293			277	278	208	321					320	375	419			226	282
25TH			250			270	270	200	270					290	370	400			170	280
50TH			250			270	270	200	270					290	370	400			170	280
75TH			330			270	270	200	360					350	370	430			270	280
START			246			250	253	203	273					281	289	352			194	255
NO. COMPANIES			2			1	1	1	2					2	2	2			2	1
NO. EMPLOYEES			16			7	15	47	19					33	17	8			2	15

TULSA, OK

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	339	385	323	424	376	350	299	315	382	238	267	451	335	367	385	498	424	364	290	381
AVERAGE	349	400	325	420	371	353	292	301	359	247	276	295	326	332	383	501	437	352	299	386
25TH	310	370	290	370	320	320	240	250	290	210	240	220	290	290	340	430	380	300	250	320
50TH	330	410	310	400	370	330	290	290	340	230	250	280	340	300	370	480	420	350	270	380
75TH	360	420	370	480	390	390	330	330	420	260	300	330	390	350	410	540	470	400	330	440
START	283	335	266	347	313	308	238	250	287	217	230	262	287	278	326	385	362	300	257	325
NO. COMPANIES	15	13	30	27	20	14	11	23	16	16	20	15	19	28	25	23	11	17	25	13
NO. EMPLOYEES	22	17	147	120	44	48	56	173	103	36	40	71	25	221	251	115	15	24	61	217

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

WINSTON-SALEM, NC

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	288	345	278	460	304	315	285	373	577	190	290	362	406	352	436	539		331	295	422
AVERAGE	306	345	319	383	292	313	292	295	424	214	271	323	360	332	392	436		364	319	361
25TH	210	340	230	350	260	290	220	210	350	230	230	240	300	260	310	350		280	280	300
50TH	280	340	310	350	270	290	260	240	360	230	230	280	310	270	340	400		290	230	320
75TH	280	340	370	380	290	310	380	360	390	240	340	380	390	310	370	450		430	360	400
START	260	301	276	317	278	289	263	242	323	227	244	273	311	288	329	348		300	267	298
NO. COMPANIES	4	1	11	6	5	6	7	6	4	5	6	7	6	8	8	10		6	10	6
NO. EMPLOYEES	13	19	34	33	7	25	23	80	111	30	35	18	10	234	284	127		11	49	41

WESTERN UNITED STATES

DENVER, CO

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	304	386	326	407	388	325	279	280	333	236	262			325	415	449	464		292	262
AVERAGE	304	417	343	432	388	325	286	280	326	252	257			330	396	451	475		296	282
25TH	290	340	300	340	340	320	250	280	310	230	230			310	370	430	440		250	260
50TH	290	380	310	360	340	320	250	280	310	230	240			320	380	440	440		300	280
75TH	310	410	400	510	470	320	320	290	330	270	280			330	380	470	500		310	280
START	287	294	301	334	319	266	259	240	289	201	220			298	318	373	346		265	254
NO. COMPANIES	2	7	6	6	3	1	2	1	2	2	4			5	5	9	2		7	1
NO. EMPLOYEES	2	17	13	11	3	2	5	12	6	7	5			9	20	23	3		11	5

LOS ANGELES, CA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	414	460	321	401	368		384	281	323	229	265	346	400	381	453	532	501	432	311	354
AVERAGE	414	530	354	451	399		339	292	345	282	296	334	392	393	476	534	563	450	310	344
25TH	370	470	320	380	350		310	250	310	220	250	290	350	330	420	480	500	360	260	320
50TH	400	530	340	410	380		310	270	310	230	290	310	360	370	440	520	550	390	310	340
75TH	460	550	370	490	420		370	300	320	340	330	330	410	420	480	550	550	430	340	360
START	360	472	315	382	368		308	249	348	245	259	269	331	333	415	429	439	413	278	316
NO. COMPANIES	11	9	14	16	10		10	10	6	6	10	7	4	15	12	15	5	7	15	5
NO. EMP[illegible]	41	41	85	86	32		43	130	36	67	58	22	5	181	239	106	66	13	41	36

OAKLAND-EAST BAY, CA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	415	504	371	446	422	390	319	385	410	370	393	478	439	427	482	472	547	426	380	413
AVERAGE	401	504	387	453	431	372	315	340	384	316	360	433	426	428	490	505	580	443	349	417
25TH	360	380	350	430	370	350	300	290	350	300	340	380	370	350	430	440	520	350	290	380
50TH	400	510	360	430	430	380	300	340	360	320	360	380	430	410	460	510	520	380	350	390
75TH	420	550	400	480	480	390	320	360	410	340	400	490	480	460	510	530	550	500	390	400
START	317	272	340	363	368	336	315	292	362	269	309	369	349	370	423	458	496	392	296	343
NO. COMPANIES	5	3	16	14	11	5	6	12	5	7	7	7	11	15	12	15	5	9	15	9
NO. EMPLOYEES	17	3	70	44	42	72	12	71	43	201	31	20	21	31	101	83	12	22	50	130

PHOENIX, AZ

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	309	341	301	397	560	402	262	276	354	250	251	359	475	396	397	502	409	443	295	385
AVERAGE	316	372	331	425	477	376	269	269	336	251	249	316	428	351	425	456	441	386	288	353
25TH	240	340	270	330	360	290	250	240	280	210	210	260	350	310	380	380	360	340	250	270
50TH	280	350	320	370	480	350	260	260	310	240	230	260	430	330	400	440	450	360	280	340
75TH	300	380	360	480	550	370	290	280	370	260	270	360	490	330	420	500	470	450	300	400
START	288	352	305	356	404	378	231	239	306	206	222	283	330	304	354	393	379	347	266	309
NO. COMPANIES	4	5	11	11	5	7	7	9	7	4	10	6	3	9	6	12	3	3	17	8
NO. EMPLOYEES	42	43	41	71	10	13	64	55	87	6	16	20	9	175	95	58	32	19	51	99

PORTLAND, OR

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	270		306	382	337			243	349	220	254	281	317	309	371	418			276	380
AVERAGE	274		302	381	337			255	350	215	244	301	321	338	371	472			273	402
25TH	250		270	370	320			230	330	200	200	290	300	280	370	360			240	350
50TH	250		280	360	320			240	330	200	220	300	300	300	370	470			270	400
75TH	260		330	380	340			290	360	220	240	330	350	400	370	480			290	410
START	272		244	400	335			248	302	202	204	256	307	283	318	427			284	379
NO. COMPANIES	4		5	3	2			3	2	2	5	5	3	6	1	4			6	6
NO. EMPLOYEES	5		17	5	2			24	15	5	7	12	4	25	2	12			7	23

SACRAMENTO, CA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	381	361	334	391	378	376	296	308	333	230	246	336	348	379	391	504	427	371	300	342
AVERAGE	344	386	333	398	369	362	276	301	326	248	256	318	360	365	408	500	462	374	286	377
25TH	260	330	270	350	350	290	260	230	300	240	220	260	360	340	390	440	390	350	240	300
50TH	340	330	340	360	370	380	260	260	330	240	260	300	370	360	390	490	390	360	300	320
75TH	410	430	370	410	410	410	280	290	340	260	280	350	380	380	410	550	530	380	310	510
START	307	361	277	338	314	299	226	251	278	225	239	265	311	294	343	394	349	327	250	285
NO. COMPANIES	3	2	7	6	6	3	4	4	3	5	6	4	5	5	5	7	2	5	5	3
NO. EMPLOYEES	12	4	34	17	16	9	22	42	163	20	12	13	6	82	36	26	4	6	22	7

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

SALEM, OR

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	281	317	260	317	271	336	231	223	219	205	198	208	397	291	331	382	329	320	284	300
AVERAGE	289	350	299	376	376	360	270	252	290	228	235	309	389	306	352	443	306	325	308	313
25TH	250	290	260	310	310	250	230	230	260	200	170	230	390	220	330	410	230	280	230	260
50TH	260	340	280	370	380	360	280	250	280	210	250	310	400	300	350	430	310	280	280	290
75TH	310	390	330	450	420	460	290	290	300	230	260	420	410	320	420	460	360	360	330	340
START	268	302	267	330	322	315	250	222	268	228	203	283	331	298	315	372	284	324	262	280
NO. COMPANIES	8	7	11	11	8	7	7	3	6	5	5	7	7	8	7	11	3	2	11	9
NO. EMPLOYEES	95	59	53	45	26	38	64	56	46	59	28	46	11	432	50	52	29	7	65	78

SAN FRANCISCO, CA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	448	582	386	470	424	402	339	351	404	281	313	318	472	444	492	552	593	458	373	365
AVERAGE	437	541	369	503	421	400	334	332	401	289	317	318	431	443	485	578	532	459	347	381
25TH	400	450	340	410	380	390	290	320	360	250	290	290	380	360	450	480	490	300	320	310
50TH	400	510	370	490	400	390	330	330	390	290	300	310	410	430	470	550	500	410	330	380
75TH	470	550	400	510	440	400	370	350	430	320	320	320	450	500	500	550	550	500	370	440
START	402	436	325	431	321	359	278	299	340	259	266	319	374	426	406	484	496	361	327	344
NO. COMPANIES	13	11	15	15	10	6	6	10	6	7	14	4	9	15	18	22	6	4	18	7
NO. EMPLOYEES	25	62	48	63	15	15	10	82	41	46	49	5	14	159	157	113	236	9	45	45

SAN JOSE, CA

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	427	455	407	490	447	394	465	411	364	343	316	403	525	456	454	570	557	480	384	352
AVERAGE	381	430	419	518	488	391	459	385	398	336	336	443	471	477	509	597	530	537	373	411
25TH	320	390	330	420	380	320	300	300	360	260	300	300	440	370	440	520	470	420	270	330
50TH	360	410	400	480	440	360	360	340	370	300	300	400	450	430	510	550	470	490	310	420
75TH	440	470	420	520	510	440	520	450	410	310	380	460	540	490	530	550	550	500	380	440
START	311	382	384	470	458	374	380	355	357	314	310	454	452	438	445	526	528	444	359	370
NO. COMPANIES	6	3	14	9	9	5	6	10	7	4	9	7	6	11	7	12	2	5	13	8
NO. EMPLOYEES	35	13	83	87	16	8	160	110	53	8	20	34	13	114	103	75	21	8	18	143

SEATTLE, WA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	379	430	318	405	382	329	332	304	371	263	268	276	401	360	416	477	456	404	303	300
AVERAGE	374	439	327	404	383	336	315	296	377	264	284	304	387	342	440	460	448	404	316	363
25TH	340	400	290	370	350	290	260	260	340	240	240	260	340	310	390	400	390	340	270	320
50TH	370	420	300	390	400	330	320	290	380	250	260	280	400	330	410	450	440	410	310	340
75TH	390	460	350	450	420	370	350	320	400	290	310	340	410	360	460	480	480	460	340	380
START	328	363	294	344	340	293	270	249	314	225	261	267	325	303	380	396	378	363	275	309
NO. COMPANIES	16	9	35	25	25	19	10	23	14	15	21	13	16	32	25	36	8	19	40	20
NO. EMPLOYEES	107	37	148	161	44	68	122	370	237	47	68	44	58	311	679	263	15	32	89	765

SEQUOIA/PALO ALTO, CA

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	479	533	364	406	432	407	381	399	368	315	286	319	416	444	480	523	465	410	349	398
AVERAGE	475	529	378	403	432	388	323	342	380	329	293	330	416	390	439	533	465	410	351	403
25TH	430	470	330	300	330	330	250	270	320	250	270	290	360	340	380	460	460	400	280	370
50TH	480	530	360	410	410	330	300	330	360	330	270	290	360	370	390	550	460	400	360	400
75TH	480	540	370	440	540	440	400	420	450	340	280	360	460	460	540	550	460	410	380	450
START	408	450	289	349	364	334	296	298	325	269	271	300	373	339	379	414	387	349	288	376
NO. COMPANIES	4	4	5	4	3	2	3	3	3	4	4	2	2	5	5	7	1	2	7	3
NO. EMPLOYEES	14	7	20	24	3	9	21	48	12	16	12	3	2	86	32	36	2	2	19	35

CANADA (Canadian dollars)

CALGARY, AB

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	516		429	585	515	539	413	466	535	449	392	413	551	499	535	689	708	460	402	723
AVERAGE	516		464	590	501	536	427	451	538	421	392	431	532	461	571	679	708	429	396	616
25TH	510		380	550	390	520	380	420	520	360	360	400	470	390	520	550	550	380	400	500
50TH	510		480	550	530	520	380	460	520	360	360	400	510	420	530	550	550	380	400	500
75TH	510		540	550	530	540	470	470	540	470	410	450	550	500	550	0	0	470	400	0
START	405		379	469	410	418	373	352	405	367	344	379	457	384	418	572	625	373	343	521
NO. COMPANIES	1		5	3	4	2	2	3	2	2	2	2	3	4	4	5	3	2	5	2
NO. EMPLOYEES	22		15	5	8	18	3	39	24	8	4	7	4	275	88	10	3	6	8	46

EDMONTON, AB

	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	373	464	380	569	436	558	347	384	531	305	346	372	380	426	505	516		466	375	540
AVERAGE	364	473	365	554	436	584	355	387	446	295	305	372	380	400	479	560		434	375	584
25TH	330	440	310	440	330	400	300	370	320	240	220	250	350	360	410	410		330	340	440
50TH	330	440	370	470	360	450	340	380	470	240	310	320	360	410	470	510		440	370	540
75TH	390	500	400	550	400	520	380	380	530	340	320	440	410	450	520	550		450	410	550
START	313	389	316	483	358	537	312	355	436	269	268	320	367	356	404	441		380	323	541
NO. COMPANIES	2	2	7	9	4	4	6	8	3	2	4	4	5	5	7	8		4	9	5
NO. EMPLOYEES	6	3	20	28	4	16	25	23	172	5	14	4	5	19	58	56		8	17	37

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

GRAND VALLEY, ON

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	356	379	349	420	384	362	332	329	396	290	322	365	432	397	435	495	412	401	356	370
AVERAGE	359	371	358	448	395	368	326	338	398	290	326	378	444	385	446	499	397	409	354	392
25TH	300	290	330	390	350	330	310	310	340	300	250	330	340	360	400	460	280	370	320	310
50TH	350	370	340	420	390	360	330	320	390	300	310	360	440	380	430	500	420	390	350	400
75TH	410	410	380	500	420	400	340	360	410	300	330	380	490	400	460	540	470	430	370	490
START	320	375	312	385	358	323	281	299	334	256	302	352	369	338	408	410	309	357	322	354
NO. COMPANIES	9	4	31	25	25	16	13	14	12	5	7	12	15	21	18	29	3	13	33	10
NO. EMPLOYEES	16	5	79	87	46	25	80	193	287	5	9	24	18	255	146	78	6	18	43	24

HAMILTON, ON

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	450	430	412	504	459	406	427	480	551	340	345	489	453	453	524	563	606	432	422	453
AVERAGE	414	417	411	529	463	462	380	403	464	317	353	481	439	425	503	569	606	431	395	480
25TH	350	400	340	420	380	410	330	330	380	240	320	430	360	380	440	520	550	360	330	440
50TH	390	400	410	530	420	440	350	380	460	310	330	470	410	410	490	550	550	440	380	460
75TH	470	410	450	550	520	490	390	460	520	340	360	520	500	450	540	550	550	470	440	520
START	363	359	370	480	404	407	349	350	392	297	325	427	378	380	437	485	500	407	357	413
NO. COMPANIES	15	4	18	13	13	9	18	24	19	8	8	11	14	27	24	25	3	7	32	13
NO. EMPLOYEES	132	7	65	20	16	45	78	230	147	27	18	16	17	260	192	91	3	10	74	72

REGINA, SK

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	413		408	533	482	432	380	392	435	356	372	445	464	403	467	512	526	477	382	459
AVERAGE	401		448	520	467	447	375	377	412	348	367	475	464	432	489	531	526	464	367	446
25TH	340		380	490	400	380	360	300	400	300	350	400	430	390	440	490	460	420	320	400
50TH	340		440	510	470	450	370	390	400	340	370	420	440	420	460	540	510	420	380	410
75TH	450		460	540	490	520	390	410	460	370	390	510	510	470	510	550	550	480	400	500
START	333		382	446	420	413	338	367	411	325	323	418	433	389	435	475	450	409	344	424
NO. COMPANIES	2		13	8	12	7	11	8	6	5	8	8	3	11	8	14	3	6	13	8
NO. EMPLOYEES	5		119	56	76	14	125	189	241	18	17	14	3	415	116	147	3	9	34	42

A WORD PROCESSING OPERATOR	H GENERAL CLERK	O SENIOR SECRETARY
B SENIOR WORD PROCESSING OPERATOR	I SENIOR GENERAL CLERK	P EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
C ACCOUNTING CLERK	J FILE CLERK	Q LEGAL SECRETARY/ASSISTANT
D SENIOR ACCOUNTING CLERK	K MAIL CLERK	R PERSONNEL CLERK
E PAYROLL CLERK	L SHIPPING/RECEIVING CLERK	S SWITCHBOARD OPERATOR/ RECEPTIONIST
F CREDIT & COLLECTION CLERK	M PURCHASING CLERK	T CUSTOMER SERVICE REPRESENTATIVE
G CLERK TYPIST	N SECRETARY	

Weekly salaries

TORONTO, ON

JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WGHTD. AVERAGE	435	486	402	488	484	415	391	390	467	343	342	448	410	412	486	518	434	456	383	452
AVERAGE	430	501	421	500	472	456	393	384	505	344	331	394	470	435	494	555	505	478	388	438
25TH	400	440	370	430	380	400	360	350	460	310	290	350	400	400	450	480	460	400	340	380
50TH	420	490	400	480	440	470	370	370	490	320	310	370	490	410	470	550	500	440	380	430
75TH	450	540	470	520	480	490	400	400	530	330	340	430	510	470	490	550	550	520	400	470
START	395	418	381	451	445	422	346	346	451	308	300	354	405	400	443	501	447	425	343	395
NO. COMPANIES	11	7	14	12	12	7	9	11	11	9	12	10	7	11	12	16	5	7	12	7
NO. EMPLOYEES	142	14	91	89	74	70	102	292	313	58	34	44	58	112	145	94	69	10	39	38

Personnel Survey Reports from AMS

In addition to the *AMS Office Salaries Report, AMS Data Processing Salaries Report* and the *AMS Management Salaries Report,* AMS and the AMS Foundation also conduct annual surveys on benefits programs, personnel policies and other human resources-related topics. Our surveys are conducted at different intervals throughout the year. Therefore, you will always receive the latest issues as they are published for 1989 and 1990.

1989 AMS Office Benefits Survey — reports degree of company benefits offerings by industry, region and company size re: medical, disability, dental, optical, life and pension plans; paid leave policies (vacation, sick, holiday, etc.); and supplementary plans (401k, savings, ESOP, etc.). Also reports benefits expense as percent of payroll. This report is published annually in the fall.
Price: $30 ($15 to AMS members)

1989 AMS Office Turnover Survey — presents exempt and nonexempt turnover rates and reasons for termination by type of business, region and company size. Compares previous year overall averages. This report is published annually in the fall.
Price: $30 ($15 to AMS members)

1989 AMS Business Expenses Survey — examines company policies for reimbursing business travel, education, and relocation expenses. Responses are broken down by type of business, region and company size; compared with previous survey.
Price: $15 ($10 to AMS members)

1989 AMS Hiring & Firing Policies Survey — covers company hiring practices; how they evaluate potential employees, including intelligence/personality testing. Also examines progressive discipline policies, severance pay, and the prevalence of unjust discharge suits. Results reported by type of business, region and company size; compared with previous survey.
Price: $15 ($10 to AMS members)

1989 AMS Smoking Policies Survey — covers how many companies have smoking policies in effect, where smoking is banned, hiring policies regarding smokers, "kick the habit" programs. Includes sample company smoking policies. Results reported by type of business, region and company size; compared with previous survey.
Price: $15 ($10 to AMS members)

1989 AMS New Benefits Survey — four part survey report covering four nontraditional benefits programs: flexible benefits; employee assistance (EAPs); wellness/physical fitness; and childcare. Each category is broken down into types of services covered. Results reported by type of business, region and company size; compared with previous survey.
Price: $15 ($10 to AMS members)

1989 AMS Contract Labor Survey — three-part survey covers trends in temporary help; contract employees; and contracted services (i.e. maintenance, consultants, etc.). Gauges use and reasons for using temp help; prevalence of contract staffing; more. Each category broken down by type of business, region and company size; compared with previous survey.
Price: $15 ($10 to AMS members)

1989 AMS Flexible Work Survey — covers trends in four major areas of work schedules: flextime; job sharing; part-time; and workweeks. Each category is broken down by type of business, region and company size; compared with previous survey.
Price: $15 ($10 to AMS members)

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Administrative Management Society
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A0175-1U 7/91

1990

AMS OFFICE, PROFESSIONAL & DATA PROCESSING SALARIES REPORT

Salary ranges for
key clerical, secretarial,
professional and data processing positions

Published by

ams

AMS Surveys

1990

AMS OFFICE, PROFESSIONAL & DATA PROCESSING SALARIES REPORT

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Printed in the USA

AMS SURVEYS
P.O. Box 510
Horsham, PA 19044

The *1990 Office, Professional and Data Processing Salaries Report* was compiled and produced for AMS by Joseph McKendrick & Associates, Horsham, PA.

Programming and database support was provided by PC Works, Lansdale, PA.

Introduction

AMS is pleased to present the results of the 44th annual salary survey of office employees, in conjunction with data processing and professional-level positions. This survey represents data collected from more than 2,100 companies of all sizes and types across North America, incorporating more than 150,000 key office positions.

Averages and weighted averages, effective February 1, 1990, are provided for 40 important clerical, secretarial, professional and data processing positions found in most companies.

The salary data is broken out by region (five in the USA, plus Canada), by type of business (seven industry categories) and by company size (four categories based on size of workforce at respondents' locations). Data is also reported for more than 60 major metropolitan areas across North America.

In addition, annual salary budget increases are given for 1990 (actual) and 1991 (projected) by region, type of business, size of company, and overall.

The AMS salary surveys are made possible through the cooperation of AMS chapters in cities throughout the United States and Canada. Salary survey coordinators in each chapter have solicited participation of a cross-section of member and nonmember companies in each city. Questionnaires are returned directly to AMS headquarters for processing to ensure confidentiality of the salary data.

This report presents the overall results of the entire survey, with breakouts as indicated above. More detailed results by city are provided to each chapter salary survey coordinator for publication of a local report. To determine the availability of a report for your city, contact the salary survey coordinator at AMS headquarters in Trevose, Pennsylvania.

We welcome your comments regarding the format of this survey, the positions covered, and other suggestions that will make this report a more effective tool for determining competitive salary rates for office positions.

BEST AVAILABLE COPY

Guide to Use of Survey Data

The *1990 AMS Office, Professional and Data Processing Salaries Report* presents annual base salary rates for 40 key positions found in most businesses throughout the United States and Canada, effective February 1, 1990. Rates for each position are reported by city and region overall, plus type of business and size of company breakouts.

In addition, salary budget information precedes the salary data, and reports actual increases for 1990 and projected increases for 1991. The information is reported overall by the USA and Canada, by region, by type of business and by size of company.

EXPLANATION OF THE SALARY DATA

Each company participating in the survey was asked to provide one average rate for employees in each position. These rates are presented in this report as follows:

Weighted Average (W/Avg) - the average weekly salary rate weighed by the number of employees per company.

Average (Avg) - the annual salary rate averaged by company. This "straight" rate is not affected by companies reporting a large number of employees, since each company's average for the position counts as one. Thus the rate may be more reliable in those cases where a large number of employees in one company has been reported and has strongly affected the weighted average. This can be seen where there is a significant difference between the "weighted average" and "average" figures. The "average" rate may also be more reliable where the sample size is small.

Minimum (Min) - considering all the rates reported for a position, the low rate is the one that falls at the 25 percent mark up from the lowest rate reported. Rates less than this may generally be considered the extremes.

Maximum (Max) - this rate represents the one that falls at the 75 percent mark up from the lowest rate reported. Rates higher than this can generally be considered the extremes.

Companies (Cos) - this figure represents the number of companies reporting for each position. This is the number that the average salary is based on.

Employees (Empls) - this is the number of employees reported for each position, and forms the basis for the weighted average.

APPLYING THE INFORMATION

Since this report is considered a "benchmark" survey, the positions as defined on the following pages are general. Survey respondents have been encouraged to include data for employees whose responsibilities are similar to those in the following descriptions, but whose titles may not be the same.

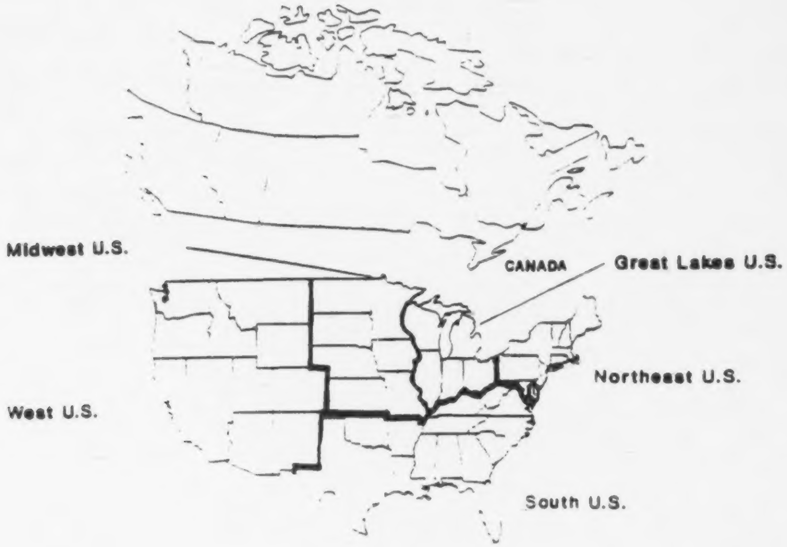
Therefore, the data in this survey should be used with discretion. You are urged to review the responsibilities of each position description before making comparisons with the positions in your company. Do not make comparisons by title alone. You should not expect the salaries of your employees to be the same as those in this report. The AMS data should be used in conjunction with other data and in consideration of such factors as location, benefits, unique company characteristics, availability of applicants, etc.

It should also be mentioned that since local surveys have smaller sample sizes than the national index, they are subject to substantially more sampling and other measurement error. As a result, local area salary results show greater volatility than the national indexes, although their long-term trends are similar.

This year, the U.S. survey results are presented by metropolitan areas as defined by the Department of Labor's Bureau of Labor Statistics. In the cases of some large metropolitan areas, more than one AMS chapter may have contributed to the overall regional results.

Along with 62 metropolitan areas, the survey is broken down into five regions in the U.S. along with Canada. The map below illustrates the locations of the survey regions.

SURVEY REGIONS



Appreciation is expressed to the following individuals for their assistance in gathering the data for the final results.

Sally Saffer *(AMS Atlanta Chapter)*
Pam Pennington *(AMS Birmingham Chapter)*
Merle Hilchey *(AMS Boston Chapter)*

Robert A. Wiechman *(AMS Buffalo Chapter)*
Jerry Ver Hulst *(AMS Cedar Rapids Chapter)*
Laurie D. Barta *(AMS Charlotte Chapter)*

Jean A. Witbeck *(AMS Chicago Chapter)*
Steven and Jan Creed *(AMS Cincinnati Chapter)*
Michael Stewart *(AMS Dallas Chapter)*

Rolf Lindner *(AMS Dayton Chapter)*
Deborah JanFrancisco *(AMS Delaware Valley Chapter)*
Jane Feegestad *(AMS Denver Chapter)*

Bill Warren *(AMS Des Moines Chapter)*
Haynes Norris *(AMS East Tennessee Chapter)*
Doug Mundell *(AMS Edmonton Chapter)*

Pat Maynez *(AMS El Paso Chapter)*
Sara Sprunger *(AMS Ft. Wayne Chapter)*
Dianne Bodo *(AMS Grand Valley Chapter)*

Marianne D. Ieni *(AMS Hampton Roads Chapter)*
Bobbi Keller *(AMS Harrisburg Chapter)*
Linda Igney *(AMS Indianapolis Chapter)*

Larry Redden *(AMS Kansas City Chapter)*
Larry Kintner *(AMS Lancaster Chapter)*
Ron Plageman *(AMS Lincoln Chapter)*

Sharon Walters *(AMS Little Rock Chapter)*
Dolores Sullivan *(AMS Los Angeles Chapter)*
Irvin Ebert *(AMS Louisville Chapter)*

Bernie Gruber *(AMS Madison Chapter)*
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Kathy Hamilton *(AMS Phoenix Chapter)*
Diane Whitehead *(AMS Portland Chapter)*

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Rochelle Devereaux *(AMS Salem Chapter)*

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Christie Spurgeon *(AMS Seattle Chapter)*
Bruce H. Berg *(AMS Sonoma County Network)*
Polly Bramer *(AMS Southern Minnesota Chapter)*

Lacon Ryan *(AMS Spartanburg Chapter)*
Florence S. Ragaini *(AMS St. Louis Chapter)*
Edward Conan *(AMS Syracuse Chapter)*

Barbara Pitt *(AMS Topeka Chapter)*
Dr. Nancy Robon *(AMS Toledo Chapter)*
Michael Polischuk *(AMS Toronto Chapter)*

Patty Herriage *(AMS Tulsa Chapter)*
Edith Fazzino, CPS *(AMS Washington, DC Chapter)*
Barbara Towler *(AMS West Michigan Chapter)*

William Wiggin *(AMS Westchester Chapter)*
James W. Kausch *(AMS Winston-Salem Chapter)*
Robert D. Kline *(AMS York Chapter)*

Sue Cornell-Ohl *(South Bend-Mishawaka Chamber of Commerce)*

Other individuals who contributed to the 1990 AMS salary survey program include: Kathleen M. McKendrick, Eileen M. Donovan, Barbara Ann Henshaw, Joseph S. Henshaw, Liz Wilson and Jeanette Kaung.

Appreciation is also extended to the staff of the American Compensation Association, Scottsdale, Arizona, for their help in obtaining a good survey sample for this report.

AMS 1990 Office, Professional and Data Processing Salary Survey - Position Descriptions

CLERICAL POSITIONS

1) **ACCOUNTING CLERK** - Checks, verifies and posts journal vouchers, accounts payable vouchers, billing, payroll, or other simple accounting data of a recurring or standard nature.

2) **SENIOR ACCOUNTING CLERK** - Maintains a complete set of accounting records in a small office, or handles one phase of accounting in a larger unit. Reconciles entries; prepares accounting reports; analyzes accounting records to determine causes of results shown; etc. May direct work of other clerks.

3) **ACCOUNTS PAYABLE CLERK** - Processes invoices from vendors. Reconciles vendor invoices with internal records. Contacts vendors.

4) **ACCOUNTS RECEIVABLE CLERK** - Handles all phases of billing and collection. Prepares and follows up on payment requisitions.

5) **BENEFITS CLERK** - Performs clerical tasks relating to the administration of benefits programs. Maintains employee records and claim histories.

6) **CLERK TYPIST** - Produces drafts and/or finished typed copies of documents from a variety of originators. Form and content usually follow standard guidelines. May perform other clerical duties.

7) **CREDIT AND COLLECTION CLERK** - Performs clerical tasks related to credit and collection activities. Includes performing routine credit checks; obtaining supplementary information; investigating overdue accounts; and following up by mail and/or phone to customers on delinquent payments.

8) **CUSTOMER SERVICE REPRESENTATIVE** - Provides guidance and assistance to customers regarding problems with accounts or merchandise. Duties include order-taking; searching records; investigating problems/complaints; policy interpretation; response preparation and adjustment; and correction of records.

9) **FILE CLERK** - Performs general alphabetical and numeric filing, sorting and cross referencing. Locates and removes material upon request and keeps records of its deposition. Maintains and updates files according to an established system. May deliver files, copy material from files, and purge outdated material.

10) **GENERAL CLERK** - Performs basic office or clerical duties on short assignments and tasks which are highly structured in accordance with established procedures.

11) **MAIL CLERK** - Sorts and opens incoming mail for distribution. Sorts, stamps and dispatches outgoing mail. May distribute and collect mail in-house.

12) **PAYROLL CLERK** - Prepares input for each payroll including salary adjustments, special payments, tax allocations, and deductions. Codes and maintains time sheets. Prepares payroll bank deposits, and audits and balances payrolls. Assists in preparation of payment and payroll taxes. Prepares appropriate journal entries for dispensing of salaries.

13) **PERSONNEL CLERK** - Performs clerical tasks relating to personnel activities. Includes checking employment applications for completed information; administering pre-employment tests; maintaining attendance records; following up with new employees regarding insurance and benefit information; maintaining attendance records; and assisting with projects.

14) **PURCHASING CLERK** - Draws up purchase orders. Verifies specifications of purchase requests. Obtains prices and specifications. Compiles records, such as items purchased or transferred between departments, prices, deliveries, and inventories. Confers with suppliers concerning deliveries. May verify bills from suppliers with bids and purchase orders.

15) **SHIPPING/RECEIVING CLERK** - Performs manual and clerical duties related to the receipt and shipment of goods. Maintains records and processes paperwork for goods received and shipped according to established procedures.

16) **SWITCHBOARD OPERATOR/RECEPTIONIST** - Receives and directs incoming calls; greets visitors; performs basic clerical tasks.

SECRETARIAL POSITIONS

17) **WORD PROCESSING OPERATOR** - Uses word processing equipment to input and edit typed documents with established quality and time standards. Proofreads and edits own work. Equipment includes the use of standard word processing system or personal computer with word processing software.

18) **SECRETARY/ADMINISTRATIVE ASSISTANT** - Performs a standard range of secretarial duties in a smaller company or for a supervisor in a larger firm. Duties may include taking dictation; transcribing from notes and/or dictation equipment; screening calls; making appointments; handling travel arrangements; answering routine correspondence; and maintaining filing systems.

19) **SENIOR SECRETARY/ADMINISTRATIVE ASSISTANT** - Performs standard and advanced secretarial duties for a smaller company or for middle management personnel in a larger company. Composes and/or takes and transcribes correspondence of a complex and confidential nature. Position requires knowledge of company policy.

20) **EXECUTIVE SECRETARY/EXECUTIVE ASSISTANT** - Performs a full range of secretarial and administrative duties for member of executive staff. Handles project-

oriented duties and may be held accountable for the timely completion of these tasks. Relieves executive of routine administrative detail. Position requires an in-depth knowledge of company practice, structure and high degree of secretarial/administrative skills.

PROFESSIONAL POSITIONS

21) **BUYER** - Reports to purchasing manager or purchasing agent, procures and expedites materials and services. Obtains quotes, generates and processes requisitions, and maintains related records.

22) **PURCHASING AGENT** - Reports to purchasing manager, procures materials, components, supplies, equipment and services at favorable cost, consistent with quality and schedules. Investigates and recommends sources of supply and recommends purchases through contractual arrangements of effective cost savings. Supervises and trains buyers, expediters, and clerks. Negotiates directly with manufacturers and suppliers.

23) **ACCOUNTANT** - Assures that the assigned day-to-day operations are carried out in accordance with established accounting principles, policies, and objectives. Compiles and analyzes variety of accounting data, prepares and audits journal entries, analyzes accounts, audits ledgers, reconciles accounts, and prepares related reports.

24) **SENIOR ACCOUNTANT** - Responsible for establishing and implementing new or revised accounting policies and procedures. Participates in decision-making sessions with the accounting manager, and recommends management actions or alternatives; assists managers in applying financial data and information to the solution of administrative and operating problems.

25) **AUDITOR** - Examines the financial records, including accounting books, payroll records, and equipment and inventory records, as well as practices, to appraise systematically and verify accounting accuracy, ensure the consistent application of accepted accounting principles, and ensure adherence to corporate policies. Evaluates the adequacy of the accounting system and internal financial controls. Prepares audit reports and makes appropriate recommendations for improvement as necessary.

26) **SENIOR AUDITOR** - Responsible for planning the audit. Determines the aspects to emphasize, methods to be used, and develops nonstandard or specialized audit aids, such as questionnaires. Evaluates methods used for determining depreciation rates of equipment; evaluates the reliability of accounting and reporting systems; evaluates the basis for cost and price setting; evaluates accounting procurement and supply management records, controls, and many others. Independently plans and conducts audits of complete accounts and related operations.

27) **COLLECTOR** - Responsible for bringing in delinquent and bad debts. Contacts customers who have not responded to invoices or collection form letters. Works with delinquent customers to establish or revise payment schedules. Investigates other reasons for nonpayment, such as financial hardship, or dissatisfaction with the product or service.

28) COMPENSATION ANALYST - Collects, analyzes, and develops occupational data relative to jobs, job qualifications, and employee characteristics as a basis for compensating employees in a fair, equitable, and uniform manner. Evaluates jobs and determines appropriate wage or salary levels in accordance with their difficulty and responsibility; independently conducts or participates with representatives in other companies in conducting compensation surveys. Reviews changes in wages and salaries indicated by surveys and recommends changes in pay scales.

29) BENEFITS SPECIALIST - Responsible for administration of pension and savings plans. Responsibilities include retirement calculations, computerized database development, report generation, and assisting in coordination of generation and assisting in coordination of group benefit programs. Also specializes in group insurance, pensions, and cash compensation programs.

30) PERSONNEL ASSISTANT - Performs a wide range of personnel duties, including interviewing and screening applicants, counseling employees, preparing job descriptions, investigating grievances or complaints, and preparing reports under the direction of the personnel manager or other personnel official.

31) TRAINING AND DEVELOPMENT SPECIALIST - Charged with improving employee productivity and retention by teaching a wide variety of skills. Work in areas ranging from organizational development to stress management, conflict resolution, management development, supervisory-skills training, sales and sales management, and the operation of technical equipment.

DATA PROCESSING POSITIONS

32) DATA ENTRY OPERATOR - Operates data entry equipment to record and/or verify from source documents. Corrects errors. Follows a generally standardized pattern of operations.

33) SENIOR DATA ENTRY OPERATOR - Operates data entry equipment to record and/or verify data from source documents. Corrects errors. May assist the supervisor by providing work, leadership, and technical guidance to data entry operators. Assists in training and instructing data entry operators.

34) COMPUTER OPERATOR - Operates computer equipment using established programs; loads computer and operates console in accordance with programmed instructions. Observes functioning of equipment. Detects and reports nature of errors or equipment failure and makes simple console adjustments.

35) SENIOR COMPUTER OPERATOR - Operates computer utilizing established programs: handles wide range of tasks of varying complexity. Troubleshoots program errors or equipment failures. Instructs or gives limited directions to less experienced operators. Maintains operating records.

36) **PROGRAMMER** - Analyzes problems outlined by systems analysts and outlines detailed equipment requirements. Designs detailed flowcharts: verifies program logic by preparing test data for trial runs: tests and debugs programs: prepares run sheets for routine programs. May do coding from flowcharts. Evaluates and modifies existing programs.

37) **SYSTEMS ANALYST** - Formulates statements of business problems and devises procedures for solution of the problems. Competent to work at the highest technical level of systems analysis activities: generally works independently on projects.

38) **PROGRAMER/ANALYST** - Participates in systems analysis and program design activities. Handles complex projects involving extensive technical expertise. Interfaces with users to determine information requirements of the new or modified system; defines the applications problem; determines systems specifications; prepares logic flowcharts, codes and documentation: devises standard systems procedures.

39) **SENIOR PROGRAMMER/ANALYST** - Participates in systems analysis and program design activities. Handles complex projects involving extensive technical expertise. Interfaces with users to determine the need for, use of, and informational requirements of the new or modified system. Defines the applications problem and determines system specifications. Prepares logic flow charts, codes and documentation. Devises data verification methods and standard systems procedures.

40) **PC SPECIALIST** - Provides technical support for personal computer systems and networks. Investigates information needs of company or department, and makes recommendation about hardware and software purchases. Oversees installation, and provides user training. Performs some programming.

Budgeted Salary Increases

1990 - Approved for Exempt Employees (%)

Type of Business	Total USA	Nrthst	Gr'Lks	Mdwst	South	West	Canada
Manu./Constr.	5.5%	4.9%	4.8%	4.6%	4.9%	5.5%	5.6%
Banking/Finance	5.6	5.7	5.2	5.4	5.1	6.8	6.0
Insurance	5.5	5.8	5.6	5.0	5.5	5.7	5.7
Services	5.7	5.7	5.5	5.9	5.5	5.7	5.5
Retail/Wholesale	5.3	5.7	5.3	5.0	5.1	5.5	5.1
Util./Trans./Comm.	5.1	5.4	4.6	4.8	5.4	5.3	5.4
Educ./Govt./Nonprof.	4.9	5.3	4.7	5.2	4.9	4.8	5.0
Other	5.3	5.1	5.1	5.1	5.3	5.9	3.0
Total	5.3	5.4	5.1	5.1	5.2	5.7	5.4
Company Size							
1-100 Employees	5.7	5.6	5.2	5.6	5.6	6.4	5.7
101-500 Employees	5.2	5.5	5.2	4.9	5.1	5.5	5.0
501-1,000 Employees	5.1	5.2	4.9	5.0	5.3	5.3	6.2
1,000+ Employees	5.1	5.1	5.1	5.0	5.0	5.2	5.2

1990 - Approved for Non-Exempt Employees (%)

Type of Business	Total USA	Nrthst	Gr Lks	Mdwst	South	West	Canada
Manu./Constr.	4.8%	4.7%	4.6%	4.6%	4.8%	5.3%	5.3%
Banking/Finance	5.5	5.6	5.1	5.2	5.0	6.4	6.0
Insurance	5.5	5.8	5.5	5.0	5.5	5.7	5.2
Services	5.4	5.5	5.2	5.4	5.3	5.4	5.5
Retail/Wholesale	5.0	5.3	5.0	4.8	4.8	5.3	5.0
Util./Trans./Comm.	4.6	4.9	4.0	4.6	4.9	4.8	4.4
Educ./Govt./Nonprof.	4.9	5.3	4.6	5.2	4.5	4.7	5.2
Other	5.2	5.1	4.9	4.9	5.3	5.6	3.0
Total	5.1	5.3	4.9	4.9	5.1	5.5	5.3
Company Size							
1-100 Employees	5.4	4.9	4.6	4.3	4.6	6.0	5.7
101-500 Employees	5.1	5.4	5.0	4.9	4.9	5.2	4.8
501-1,000 Employees	5.1	5.2	4.6	5.0	5.4	5.1	5.7
1,000+ Employees	4.9	5.0	4.7	4.7	4.8	5.4	5.0

1991 - Planned (%)

Type of Business	Total USA	Nrthst	Gr Lks	Mdwst	South	West	Canada
Manu./Constr.	4.9%	5.1%	4.8%	4.6%	4.8%	5.2%	5.2%
Banking/Finance	6.0	5.4	4.8	5.5	6.5	8.0	5.2
Insurance	5.6	6.2	5.6	5.0	5.5	5.7	5.2
Services	5.8	5.7	5.6	6.2	5.6	5.7	5.6
Retail/Wholesale	5.4	5.6	5.6	4.9	5.1	5.6	5.3
Util./Trans./Comm.	5.3	5.5	4.0	7.7	4.7	4.8	5.5
Educ./Govt./Nonprof.	4.9	5.7	4.9	4.8	4.7	4.6	7.0
Other	5.3	5.2	4.8	5.1	5.2	6.1	4.8
Total	5.4	5.5	5.1	5.4	5.4	5.8	5.6
Company Size							
1-100 Employees	6.0	5.8	5.4	5.9	6.3	6.6	5.7
101-500 Employees	5.1	5.5	5.0	4.9	5.0	5.3	5.1
501-1.000 Employees	5.5	5.3	4.7	6.8	5.4	5.4	5.0
1.000+ Employees	4.9	4.9	5.0	4.6	5.0	5.0	5.0

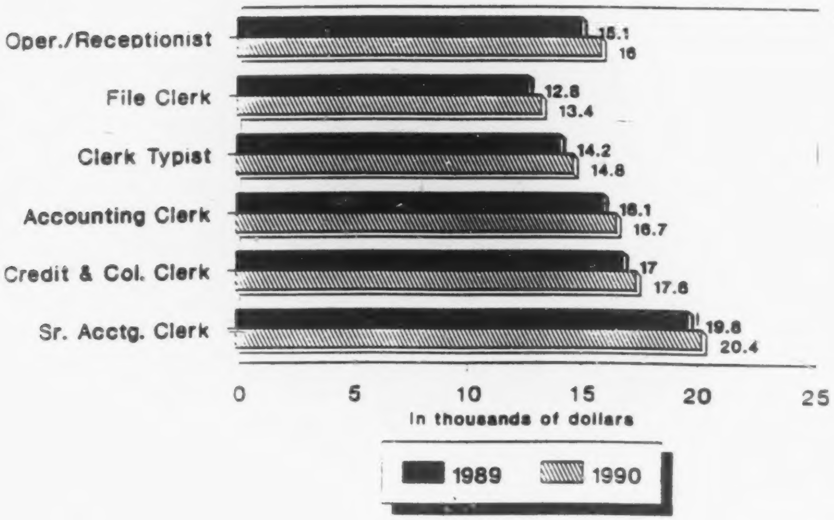
The Top Salary Gainers, 1989-1990

[illegible]rall, programmer/analysts saw the greatest salary increases between 1989 and 1990, with a 10.9 percent jump in pay. Senior programmer/analysts followed with a 10.1 percent increase, and word processing operators saw an increase of 9.9 percent.

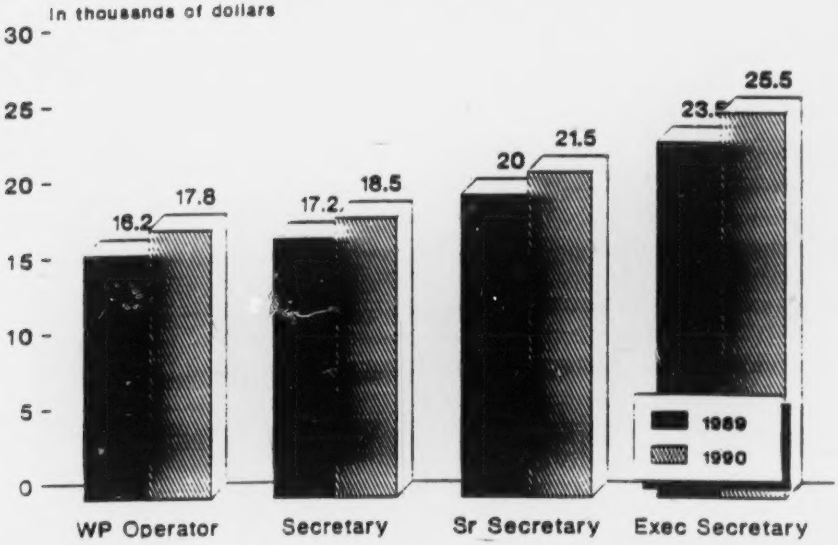
The following charts illustrate the job categories showing the greatest increases between 1989 and 1990. Since this is the first year professional-level positions (accountants, auditors, etc.) were included in the survey, no comparative figures exist for these jobs.

Clerical: Among clerical personnel, switchboard operators/receptionists led with a six percent increase in salaries over last year, followed by file clerks with 4.7 percent and clerk typists with 4.2 percent. Accounting clerks saw a 3.7 percent increase, and credit and collection clerks received a 3.5 percent increase in salary.

CLERICAL COMPENSATION
Two-Year Trend 1989 & 1990

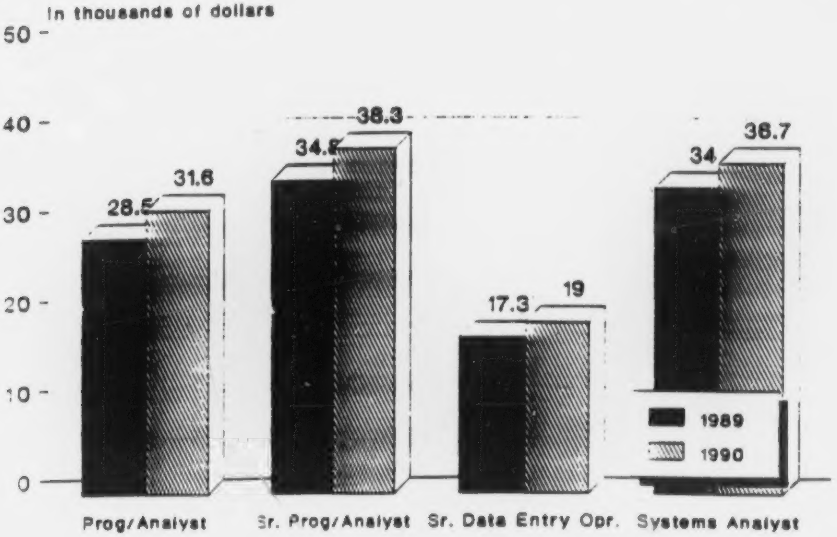


Secretarial: Among secretarial classifications, word processing operators saw the greatest gains in salary, with a 9.9 percent increase, followed by executive secretaries with 8.5 percent, secretaries with 7.6 percent, and senior secretaries with 7.5 percent.



SECRETARIAL COMPENSATION
Two-Year Trend 1989 & 1990

Data Processing: Programmer/analysts headed the list with a 10.9 percent gain, followed by senior programmer analysts with 10.9 percent, senior data entry operators with 9.8 percent, systems analysts with 7.9 percent, and senior computer operators with 7.5 percent.



DATA PROCESSING COMPENSATION
Two-Year Trend 1989 & 1990

TOTAL USA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.5	16.7	18.5	16.7	1182	5554
2 Senior Accounting Clerk	17.7	20.4	22.6	19.9	995	4710
3 Accounts Payable Clerk	15.1	17.4	19.1	17.2	868	2774
4 Accounts Receivable Clerk	15.0	17.7	19.6	17.9	674	2011
5 Benefits Clerk	15.9	18.7	21.0	18.4	478	754
6 Clerk Typist	12.8	14.8	16.2	15.5	710	5530
7 Credit & Collection Clerk	15.2	17.6	19.6	18.0	461	1904
8 Customer Service Representative	15.6	18.6	20.9	18.2	689	8788
9 File Clerk	11.5	13.4	15.0	13.1	594	3396
10 General Clerk	12.9	14.9	16.5	15.1	695	9711
11 Mail Clerk	12.3	14.3	15.9	13.6	898	4061
12 Payroll Clerk	16.5	19.0	21.0	18.6	819	2170
13 Personnel Clerk	15.4	17.9	20.1	18.4	544	1231
14 Purchasing Clerk	15.3	17.8	19.9	17.9	616	1540
15 Shipping/Receiving Clerk	13.8	16.4	18.4	17.1	573	2535
16 Switchboard Operator/Receptionist	13.7	16.0	17.8	15.8	1347	3635
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.1	17.8	19.7	16.9	715	4494
18 Secretary	16.2	18.5	20.4	18.5	1184	15824
19 Senior Secretary	18.9	21.5	23.8	20.9	1075	15086
20 Executive Secretary	22.1	25.5	28.4	25.0	1208	7894
PROFESSIONAL POSITIONS						
21 Buyer	21.9	26.8	30.9	29.7	465	1364
22 Purchasing Agent	26.0	32.6	37.7	34.5	403	827
23 Accountant	22.6	26.2	29.1	26.2	801	2954
24 Senior Accountant	28.5	33.1	37.1	33.5	550	1773
25 Auditor	24.3	28.5	32.4	28.0	330	998
26 Senior Auditor	31.0	35.8	40.0	34.1	249	779
27 Collector	17.8	22.1	25.5	19.5	227	1561
28 Compensation Analyst	25.4	30.8	35.3	30.7	249	361
29 Benefits Specialist	23.3	28.8	32.7	28.1	358	517
30 Personnel Assistant	20.4	24.9	28.4	24.9	493	917
31 Training & Development Specialist	26.7	32.4	37.5	32.2	321	604
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.7	15.8	17.6	15.4	753	4474
33 Senior Data Entry Operator	16.3	19.0	21.1	17.8	441	1847
34 Computer Operator	16.6	19.2	21.5	19.4	836	2858
35 Senior Computer Operator	20.0	22.9	25.2	23.2	626	2108
36 Programmer	23.3	26.9	29.8	27.3	548	2539
37 Systems Analyst	31.3	36.7	41.7	37.8	442	1958
38 Programmer/Analyst	28.0	31.6	35.0	31.8	720	5122
39 Senior Programmer/Analyst	34.0	38.3	42.3	38.1	637	4250
40 PC Specialist	24.2	29.5	33.8	30.7	411	673

BY REGION
Northeastern USA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.5	17.1	18.9	17.3	282	1348
2 Senior Accounting Clerk	18.0	20.6	22.8	19.9	224	1067
3 Accounts Payable Clerk	15.5	17.6	19.1	17.5	198	811
4 Accounts Receivable Clerk	14.7	17.7	19.6	17.9	152	553
5 Benefits Clerk	16.5	19.0	21.0	18.4	99	229
6 Clerk Typist	13.2	14.9	16.6	16.1	160	2215
7 Credit & Collection Clerk	15.2	18.0	20.2	19.1	119	394
8 Customer Service Representative	16.2	19.4	21.7	19.2	201	2318
9 File Clerk	12.1	14.1	15.6	13.7	159	1017
10 General Clerk	13.0	15.0	17.0	15.9	200	2566
11 Mail Clerk	12.9	14.8	16.4	14.9	248	1115
12 Payroll Clerk	16.6	19.1	21.0	18.8	221	566
13 Personnel Clerk	16.2	18.6	21.0	19.0	135	277
14 Purchasing Clerk	15.3	17.8	20.1	18.0	165	485
15 Shipping/Receiving Clerk	14.8	17.4	18.9	17.6	153	558
16 Switchboard Operator/Receptionist	14.2	16.5	18.2	16.6	394	957
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.3	18.3	20.4	18.1	178	947
18 Secretary	16.8	19.0	21.0	19.2	346	4048
19 Senior Secretary	19.2	22.0	24.5	21.4	315	4349
20 Executive Secretary	22.4	26.0	28.8	25.9	348	2176
PROFESSIONAL POSITIONS						
21 Buyer	22.1	27.4	31.5	32.4	122	359
22 Purchasing Agent	27.0	33.5	38.6	35.5	120	242
23 Accountant	23.0	26.4	29.0	26.4	228	828
24 Senior Accountant	29.7	34.4	38.5	34.0	162	541
25 Auditor	25.3	29.6	32.7	28.9	97	256
26 Senior Auditor	32.8	37.7	42.8	37.5	73	152
27 Collector	18.0	22.8	26.7	20.7	69	336
28 Compensation Analyst	25.3	30.7	36.0	31.2	81	110
29 Benefits Specialist	24.6	29.8	35.0	29.7	110	157
30 Personnel Assistant	22.0	26.0	29.5	26.3	148	266
31 Training & Development Specialist	27.8	34.4	38.9	34.7	94	154
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.9	16.1	18.0	16.2	201	948
33 Senior Data Entry Operator	17.0	19.4	21.5	18.6	123	398
34 Computer Operator	17.1	19.7	21.8	19.8	213	701
35 Senior Computer Operator	19.9	22.8	25.1	23.7	164	677
36 Programmer	24.4	27.9	31.7	27.5	156	633
37 Systems Analyst	33.4	37.8	43.1	38.9	120	509
38 Programmer/Analyst	29.5	32.9	36.1	32.6	190	1267
39 Senior Programmer/Analyst	34.3	39.4	44.0	38.7	167	1091
40 PC Specialist	25.2	31.1	34.8	30.8	115	178

BY REGION
Southern USA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.4	16.2	17.9	15.8	200	1311
2 Senior Accounting Clerk	17.3	19.9	22.2	19.7	175	1384
3 Accounts Payable Clerk	15.1	16.9	18.4	16.6	136	389
4 Accounts Receivable Clerk	14.9	17.1	18.9	18.3	93	379
5 Benefits Clerk	15.6	18.7	20.4	18.2	72	247
6 Clerk Typist	12.4	13.8	14.8	14.3	110	1315
7 Credit & Collection Clerk	14.8	16.9	18.5	17.6	84	648
8 Customer Service Representative	15.0	17.7	19.8	17.8	121	2507
9 File Clerk	11.2	12.8	13.9	12.3	116	617
10 General Clerk	12.7	14.2	15.6	14.5	134	2365
11 Mail Clerk	11.7	13.4	15.1	12.8	188	736
12 Payroll Clerk	16.1	18.4	20.1	17.9	159	388
13 Personnel Clerk	14.6	17.2	19.2	17.7	110	406
14 Purchasing Clerk	15.3	17.3	19.5	18.1	116	241
15 Shipping/Receiving Clerk	13.0	15.2	17.0	14.7	109	461
16 Switchboard Operator/Receptionist	13.5	15.6	17.2	15.0	243	785
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.3	17.4	19.1	17.0	142	747
18 Secretary	16.0	18.0	19.5	17.4	225	3514
19 Senior Secretary	18.5	20.8	22.9	20.0	217	4159
20 Executive Secretary	22.4	25.2	28.0	24.1	244	2105
PROFESSIONAL POSITIONS						
21 Buyer	20.4	26.0	30.5	28.1	86	208
22 Purchasing Agent	25.2	31.3	36.3	31.8	77	155
23 Accountant	23.4	26.2	29.0	25.4	147	635
24 Senior Accountant	28.1	33.3	37.1	34.1	103	449
25 Auditor	24.2	28.4	32.7	27.2	75	250
26 Senior Auditor	30.7	34.9	38.1	31.1	56	311
27 Collector	17.6	21.0	25.4	19.5	50	414
28 Compensation Analyst	24.2	29.8	33.5	27.5	58	93
29 Benefits Specialist	21.9	27.7	31.6	25.8	83	141
30 Personnel Assistant	20.6	24.0	26.9	22.0	84	220
31 Training & Development Specialist	26.5	31.6	36.2	31.2	58	173
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.4	15.2	16.5	14.7	149	1241
33 Senior Data Entry Operator	16.0	18.1	20.0	17.0	104	505
34 Computer Operator	16.0	18.4	20.5	18.3	181	697
35 Senior Computer Operator	19.6	22.1	23.6	21.8	134	501
36 Programmer	22.9	25.5	28.1	26.2	106	510
37 Systems Analyst	32.3	36.6	39.7	37.3	95	514
38 Programmer/Analyst	28.0	31.0	34.0	31.3	142	1124
39 Senior Programmer/Analyst	34.3	38.3	41.4	38.3	129	1035
40 PC Specialist	23.2	28.5	33.0	28.6	86	135

BY REGION
Great Lakes, USA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.4	16.6	18.4	17.1	231	1092
2 Senior Accounting Clerk	17.4	20.2	22.3	20.6	[illegible]	850
3 Accounts Payable Clerk	14.6	17.0	19.1	17.5	160	498
4 Accounts Receivable Clerk	15.0	17.3	19.0	17.3	112	398
5 Benefits Clerk	16.0	18.8	21.2	18.8	75	142
6 Clerk Typist	12.8	14.9	16.2	16.0	131	702
7 Credit & Collection Clerk	15.4	17.7	19.0	17.8	113	424
8 Customer Service Representative	15.3	18.2	20.4	18.8	147	1539
9 File Clerk	11.2	13.2	14.6	12.9	133	684
10 General Clerk	12.9	15.3	17.3	16.4	146	2010
11 Mail Clerk	12.0	14.3	16.0	12.4	189	1251
12 Payroll Clerk	17.0	19.1	21.7	19.1	181	519
13 Personnel Clerk	15.5	18.0	19.9	18.5	123	243
14 Purchasing Clerk	15.3	17.7	19.7	18.2	148	332
15 Shipping/Receiving Clerk	14.0	16.8	19.1	17.3	130	565
16 Switchboard Operator/Receptionist	13.3	15.5	17.5	15.4	292	686
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.7	17.3	19.4	17.8	171	813
18 Secretary	15.9	18.0	19.8	18.3	245	3018
19 Senior Secretary	18.3	20.7	22.7	21.2	224	2572
20 Executive Secretary	21.5	24.6	27.1	24.7	257	1425
PROFESSIONAL POSITIONS						
21 Buyer	22.0	26.7	30.8	29.4	113	325
22 Purchasing Agent	27.9	33.6	38.9	35.6	89	157
23 Accountant	22.0	25.9	28.8	26.7	178	559
24 Senior Accountant	28.5	32.4	36.0	32.7	116	300
25 Auditor	23.7	27.7	31.3	28.0	65	206
26 Senior Auditor	31.0	35.4	40.0	36.1	53	137
27 Collector	18.0	22.9	26.0	19.9	50	285
28 Compensation Analyst	25.0	31.5	37.0	32.1	34	44
29 Benefits Specialist	24.3	29.1	32.0	28.6	65	85
30 Personnel Assistant	19.5	23.7	27.0	24.0	101	138
31 Training & Development Specialist	26.1	31.4	36.7	32.2	70	99
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.8	15.7	17.6	15.6	158	719
33 Senior Data Entry Operator	16.2	19.4	21.7	18.6	86	345
34 Computer Operator	16.4	19.2	22.0	19.8	187	635
35 Senior Computer Operator	20.1	22.9	25.4	23.1	137	382
36 Programmer	23.5	27.2	30.0	26.8	122	640
37 Systems Analyst	33.8	37.5	41.3	37.5	84	448
38 Programmer/Analyst	27.4	31.0	34.3	32.2	153	1214
39 Senior Programmer/Analyst	33.3	37.5	42.0	37.6	133	864
40 PC Specialist	25.0	29.7	33.5	34.4	97	193

BY REGION
Midwestern USA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.6	15.5	17.0	16.0	182	1209
2 Senior Accounting Clerk	16.7	19.1	21.4	18.5	143	954
3 Accounts Payable Clerk	14.0	16.3	17.8	16.3	121	629
4 Accounts Receivable Clerk	14.0	16.4	18.4	17.3	81	411
5 Benefits Clerk	15.1	17.7	20.8	17.8	52	77
6 Clerk Typist	12.3	14.1	15.4	14.3	100	923
7 Credit & Collection Clerk	14.1	16.7	18.7	16.1	72	220
8 Customer Service Representative	14.5	17.4	19.6	16.6	119	1709
9 File Clerk	10.5	12.1	13.1	12.0	91	670
10 General Clerk	12.3	14.2	15.4	13.2	119	2048
11 Mail Clerk	11.7	13.4	14.8	13.0	153	625
12 Payroll Clerk	15.0	17.9	20.0	17.0	135	417
13 Personnel Clerk	14.1	16.5	18.7	16.5	104	158
14 Purchasing Clerk	14.2	16.5	18.1	15.6	96	276
15 Shipping/Receiving Clerk	12.6	15.3	16.9	17.8	104	651
16 Switchboard Operator/Receptionist	13.0	14.8	16.3	14.8	214	710
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.0	15.9	17.6	15.3	127	1723
18 Secretary	15.0	17.0	18.8	17.0	195	3336
19 Senior Secretary	17.5	19.9	21.8	19.1	163	2552
20 Executive Secretary	20.9	23.7	26.2	22.1	182	1169
PROFESSIONAL POSITIONS						
21 Buyer	21.3	24.8	27.8	25.9	76	239
22 Purchasing Agent	24.8	30.0	33.7	32.2	68	161
23 Accountant	21.3	25.0	28.0	25.2	129	498
24 Senior Accountant	25.4	30.1	34.6	30.9	90	275
25 Auditor	23.2	26.6	29.5	27.0	61	156
26 Senior Auditor	28.6	32.7	35.9	32.8	43	86
27 Collector	15.9	20.2	22.1	19.5	29	293
28 Compensation Analyst	24.4	28.5	31.8	29.9	42	69
29 Benefits Specialist	22.0	26.4	30.0	26.9	54	70
30 Personnel Assistant	18.9	23.0	26.6	23.8	95	164
31 Training & Development Specialist	25.1	29.9	34.9	29.1	66	123
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.0	14.9	16.5	13.9	138	941
33 Senior Data Entry Operator	15.3	17.5	19.0	16.2	66	431
34 Computer Operator	16.1	18.1	20.0	18.4	149	518
35 Senior Computer Operator	19.3	22.0	24.2	22.1	110	315
36 Programmer	22.0	24.1	25.9	24.1	98	472
37 Systems Analyst	28.7	33.1	38.3	35.0	89	300
38 Programmer/Analyst	26.5	29.2	32.4	29.2	141	996
39 Senior Programmer/Analyst	31.5	35.0	38.8	34.1	117	723
40 PC Specialist	21.8	26.5	30.4	26.1	66	106

BY REGION
Western USA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.1	18.2	19.9	18.3	147	594
2 Senior Accounting Clerk	20.1	22.4	24.7	22.0	119	455
3 Accounts Payable Clerk	16.7	19.1	20.9	18.2	113	447
4 Accounts Receivable Clerk	16.8	19.5	21.8	19.6	96	270
5 Benefits Clerk	16.8	19.4	21.6	19.0	40	59
6 Clerk Typist	14.9	16.7	18.0	17.2	69	375
7 Credit & Collection Clerk	16.9	18.9	20.7	19.3	73	218
8 Customer Service Representative	17.4	19.9	21.3	19.1	101	715
9 File Clerk	12.9	14.7	16.5	15.1	95	408
10 General Clerk	13.7	15.8	17.5	15.5	96	722
11 Mail Clerk	13.3	15.5	17.2	16.1	120	334
12 Payroll Clerk	18.7	20.8	22.9	20.5	123	280
13 Personnel Clerk	17.4	19.7	22.5	21.1	72	147
14 Purchasing Clerk	16.9	19.6	21.3	20.1	91	206
15 Shipping/Receiving Clerk	14.7	17.1	18.9	18.4	77	300
16 Switchboard Operator/Receptionist	15.2	17.2	19.2	17.4	204	497
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.3	20.7	23.2	20.6	97	264
18 Secretary	18.0	20.5	22.9	21.7	173	1908
19 Senior Secretary	21.4	24.3	26.6	24.7	156	1454
20 Executive Secretary	25.0	28.5	31.4	28.6	177	1019
PROFESSIONAL POSITIONS						
21 Buyer	24.8	29.4	33.4	31.4	68	233
22 Purchasing Agent	26.6	34.2	42.5	37.6	49	112
23 Accountant	23.5	27.8	30.4	27.7	119	434
24 Senior Accountant	30.1	34.4	38.2	35.8	79	208
25 Auditor	27.0	30.4	35.3	29.2	32	130
26 Senior Auditor	32.0	38.3	45.4	36.5	24	93
27 Collector	21.0	22.9	23.5	22.4	29	233
28 Compensation Analyst	29.0	34.7	39.0	35.5	34	45
29 Benefits Specialist	26.1	30.8	35.6	30.2	46	64
30 Personnel Assistant	23.2	27.8	30.3	29.0	65	129
31 Training & Development Specialist	28.0	34.8	40.0	35.3	33	55
DATA PROCESSING POSITIONS						
32 Data Entry Operator	15.5	17.2	18.5	17.9	107	625
33 Senior Data Entry Operator	17.9	20.7	22.8	20.4	62	168
34 Computer Operator	18.6	21.1	23.6	22.0	106	307
35 Senior Computer Operator	22.3	25.7	28.9	26.9	81	233
36 Programmer	25.8	30.5	33.5	35.3	66	284
37 Systems Analyst	33.9	39.1	44.3	41.0	54	187
38 Programmer/Analyst	30.2	34.2	37.5	35.2	94	521
39 Senior Programmer/Analyst	38.1	42.0	45.9	42.9	91	537
40 PC Specialist	26.5	30.9	35.0	31.1	47	61

BY TYPE OF BUSINESS (USA)
Manufacturing/Construction Organizations

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.7	17.0	18.9	17.6	230	789
2 Senior Accounting Clerk	18.7	21.1	23.4	21.5	188	653
3 Accounts Payable Clerk	15.4	17.6	19.2	18.0	213	612
4 Accounts Receivable Clerk	15.3	17.8	19.9	18.6	159	455
5 Benefits Clerk	16.7	19.6	22.1	19.6	88	119
6 Clerk Typist	13.0	15.2	16.6	16.1	93	266
7 Credit & Collection Clerk	16.1	18.1	20.2	18.1	119	268
8 Customer Service Representative	16.8	19.6	21.7	19.6	191	1083
9 File Clerk	12.0	14.2	16.8	14.1	91	152
10 General Clerk	13.5	15.6	17.1	17.5	131	746
11 Mail Clerk	12.9	14.8	16.5	15.0	156	321
12 Payroll Clerk	16.8	19.2	21.7	19.3	215	395
13 Personnel Clerk	15.9	18.3	20.2	18.1	137	180
14 Purchasing Clerk	15.2	17.6	19.9	17.7	175	317
15 Shipping/Receiving Clerk	15.6	18.1	19.9	18.3	143	482
16 Switchboard Operator/Receptionist	14.2	16.3	18.1	16.3	307	480
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.5	18.1	19.9	18.2	95	262
18 Secretary	16.8	19.0	20.9	19.8	256	2469
19 Senior Secretary	19.5	21.7	24.0	22.4	230	2201
20 Executive Secretary	22.4	25.5	28.3	26.0	259	1267
PROFESSIONAL POSITIONS						
21 Buyer	23.0	27.5	31.4	28.7	182	445
22 Purchasing Agent	31.4	36.5	42.0	38.5	134	306
23 Accountant	24.0	27.3	30.0	28.3	196	557
24 Senior Accountant	29.3	34.0	38.1	34.0	144	375
25 Auditor	27.3	31.3	34.9	31.4	50	108
26 Senior Auditor	34.5	38.9	45.4	39.9	40	71
27 Collector	20.5	25.5	29.3	25.0	38	95
28 Compensation Analyst	28.5	33.7	40.0	34.1	33	35
29 Benefits Specialist	24.0	29.2	34.0	29.1	80	94
30 Personnel Assistant	20.0	24.4	27.8	24.3	127	145
31 Training & Development Specialist	32.0	36.4	42.0	36.5	38	52
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.0	16.3	18.2	16.0	159	518
33 Senior Data Entry Operator	17.0	19.8	21.5	19.4	79	223
34 Computer Operator	17.0	19.8	22.0	20.2	193	420
35 Senior Computer Operator	21.0	24.1	26.8	24.3	137	373
36 Programmer	23.4	27.3	30.0	27.1	122	344
37 Systems Analyst	33.4	37.9	43.1	39.7	88	238
38 Programmer/Analyst	29.6	32.5	35.0	32.3	162	666
39 Senior Programmer/Analyst	35.4	39.9	43.3	40.3	141	543
40 PC Specialist	24.2	31.0	35.6	31.5	69	89

BY TYPE OF BUSINESS (USA)
Banking/Finance Organizations

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.2	15.9	17.6	15.9	118	805
2 Senior Accounting Clerk	16.7	19.2	21.3	18.4	99	1011
3 Accounts Payable Clerk	14.0	16.7	18.1	16.4	54	159
4 Accounts Receivable Clerk	15.6	17.5	19.2	16.0	28	65
5 Benefits Clerk	14.6	17.7	19.8	18.0	45	73
6 Clerk Typist	12.4	14.1	16.1	13.8	66	393
7 Credit & Collection Clerk	14.1	16.0	17.5	16.4	69	334
8 Customer Service Representative	14.0	16.9	18.4	16.1	82	1680
9 File Clerk	11.2	12.8	13.7	13.0	76	428
10 General Clerk	12.2	14.3	15.8	13.5	83	1407
11 Mail Clerk	11.1	13.1	14.5	13.2	115	603
12 Payroll Clerk	15.9	18.5	20.6	18.7	76	164
13 Personnel Clerk	14.9	17.7	20.3	18.6	70	126
14 Purchasing Clerk	15.0	17.7	20.3	18.2	59	95
15 Shipping/Receiving Clerk	12.8	14.7	16.4	14.8	41	130
16 Switchboard Operator/Receptionist	13.4	15.6	17.3	15.1	142	360
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.3	16.9	18.6	16.2	90	448
18 Secretary	14.8	17.5	19.8	17.4	123	1356
19 Senior Secretary	17.4	20.4	21.9	20.2	125	1867
20 Executive Secretary	22.3	25.0	27.5	25.2	136	912
PROFESSIONAL POSITIONS						
21 Buyer	21.0	26.4	31.2	29.1	32	60
22 Purchasing Agent	23.9	28.5	30.8	27.1	34	44
23 Accountant	21.6	24.1	26.7	23.7	83	403
24 Senior Accountant	27.9	31.3	34.6	31.8	53	166
25 Auditor	20.2	24.3	27.5	25.2	73	256
26 Senior Auditor	27.1	31.6	35.9	31.2	59	160
27 Collector	16.8	20.0	22.5	18.4	81	973
28 Compensation Analyst	23.1	26.6	30.4	26.7	44	54
29 Benefits Specialist	22.0	28.1	31.0	28.2	39	50
30 Personnel Assistant	20.2	24.6	26.8	25.6	45	82
31 Training & Development Specialist	21.4	27.7	33.0	27.3	55	91
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.4	14.2	16.0	13.6	75	586
33 Senior Data Entry Operator	14.0	17.1	19.2	16.7	57	348
34 Computer Operator	14.9	17.8	20.3	18.1	88	363
35 Senior Computer Operator	19.3	22.1	25.0	22.2	80	367
36 Programmer	22.5	26.5	30.0	26.3	63	470
37 Systems Analyst	31.2	36.4	42.4	37.4	55	405
38 Programmer/Analyst	26.7	30.6	34.7	30.7	78	893
39 Senior Programmer/Analyst	34.9	38.6	42.1	38.5	78	917
40 PC Specialist	24.3	27.4	30.3	27.8	50	72

BY TYPE OF BUSINESS (USA)
Insurance Organizations

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.9	15.5	17.4	15.3	129	538
2 Senior Accounting Clerk	16.0	18.6	20.3	18.1	111	494
3 Accounts Payable Clerk	14.6	17.0	18.8	17.2	63	137
4 Accounts Receivable Clerk	14.1	16.6	17.8	16.9	44	247
5 Benefits Clerk	15.1	17.0	18.6	16.8	34	140
6 Clerk Typist	12.6	14.1	14.9	14.1	101	650
7 Credit & Collection Clerk	15.5	18.1	20.6	17.7	23	70
8 Customer Service Representative	15.7	18.3	20.3	18.1	100	2015
9 File Clerk	11.0	12.3	13.0	12.0	130	1201
10 General Clerk	12.3	13.6	14.7	13.1	112	2084
11 Mail Clerk	11.6	13.1	14.2	13.3	142	759
12 Payroll Clerk	16.3	18.9	20.3	18.7	90	179
13 Personnel Clerk	14.9	17.0	19.5	17.4	56	82
14 Purchasing Clerk	15.4	17.9	20.9	17.8	56	84
15 Shipping/Receiving Clerk	12.3	14.6	16.2	14.5	72	220
16 Switchboard Operator/Receptionist	13.4	15.4	17.0	15.4	155	343
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.2	16.4	18.0	16.4	131	570
18 Secretary	15.6	17.8	19.4	18.1	135	1495
19 Senior Secretary	18.6	21.0	22.8	20.9	133	1328
20 Executive Secretary	22.1	25.3	27.7	24.6	134	704
PROFESSIONAL POSITIONS						
21 Buyer	22.0	25.3	29.4	26.0	17	24
22 Purchasing Agent	23.8	27.8	30.7	27.7	33	39
23 Accountant	23.0	26.3	29.6	26.1	102	398
24 Senior Accountant	29.2	32.3	36.8	32.7	72	262
25 Auditor	24.5	28.2	32.0	28.6	54	132
26 Senior Auditor	31.5	35.3	38.8	34.7	46	105
27 Collector	20.9	23.6	28.0	21.7	11	37
28 Compensation Analyst	28.2	31.3	35.3	31.3	36	46
29 Benefits Specialist	24.3	30.1	33.8	28.0	44	68
30 Personnel Assistant	20.2	24.7	29.0	25.7	61	85
31 Training & Development Specialist	27.4	32.8	37.5	33.1	59	101
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.5	15.4	17.5	16.1	98	747
33 Senior Data Entry Operator	16.2	18.0	19.2	17.2	55	274
34 Computer Operator	16.2	18.6	20.2	18.8	113	415
35 Senior Computer Operator	20.5	22.5	24.4	23.3	92	329
36 Programmer	23.2	25.9	27.5	26.3	84	569
37 Systems Analyst	32.1	35.8	39.2	36.8	64	313
38 Programmer/Analyst	28.1	31.6	35.0	32.6	104	1348
39 Senior Programmer/Analyst	33.8	37.3	41.8	38.2	96	852
40 PC Specialist	23.4	29.1	33.0	32.4	66	152

BY TYPE OF BUSINESS (USA)
Service Organizations (business and healthcare)

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.8	16.9	18.9	16.4	191	985
2 Senior Accounting Clerk	17.8	20.4	22.6	19.7	133	449
3 Accounts Payable Clerk	15.2	17.4	19.1	17.4	125	347
4 Accounts Receivable Clerk	14.8	17.3	19.5	17.2	98	361
5 Benefits Clerk	16.5	18.9	21.5	18.7	43	60
6 Clerk Typist	12.6	14.5	15.7	15.3	104	768
7 Credit & Collection Clerk	15.3	17.5	19.5	17.2	96	500
8 Customer Service Representative	15.3	17.9	19.7	17.7	106	975
9 File Clerk	12.2	14.1	16.0	13.8	142	628
10 General Clerk	12.5	14.4	15.9	15.5	124	1601
11 Mail Clerk	12.3	14.2	16.0	11.9	171	1179
12 Payroll Clerk	16.9	18.6	20.1	18.4	152	461
13 Personnel Clerk	15.1	17.8	20.0	18.7	90	240
14 Purchasing Clerk	15.1	17.5	19.6	18.1	106	237
15 Shipping/Receiving Clerk	13.4	15.7	18.0	15.2	98	429
16 Switchboard Operator/Receptionist	13.6	15.5	17.5	15.5	280	1032
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.1	18.6	20.8	18.6	173	704
18 Secretary	16.3	18.3	20.1	18.6	232	2879
19 Senior Secretary	18.9	21.8	24.5	20.6	207	2433
20 Executive Secretary	22.0	25.9	28.9	24.2	229	1438
PROFESSIONAL POSITIONS						
21 Buyer	19.8	23.6	26.2	24.6	52	157
22 Purchasing Agent	23.0	27.5	32.1	28.6	46	74
23 Accountant	22.0	25.2	27.7	26.3	132	451
24 Senior Accountant	27.5	31.1	33.5	31.7	77	198
25 Auditor	25.0	29.3	32.8	28.1	49	187
26 Senior Auditor	32.6	37.4	43.0	36.9	28	123
27 Collector	15.8	20.4	25.5	18.3	39	178
28 Compensation Analyst	24.0	30.1	36.4	30.1	39	45
29 Benefits Specialist	21.9	27.7	32.9	27.4	51	66
30 Personnel Assistant	19.0	23.4	27.4	23.7	90	178
31 Training & Development Specialist	27.0	31.3	37.3	32.3	48	68
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.0	15.5	17.1	15.3	148	736
33 Senior Data Entry Operator	16.7	18.9	21.2	18.1	88	259
34 Computer Operator	15.7	18.4	20.7	18.4	131	578
35 Senior Computer Operator	19.0	21.9	24.0	22.0	100	288
36 Programmer	22.4	26.1	29.0	25.6	83	289
37 Systems Analyst	31.7	36.3	40.0	38.4	70	302
38 Programmer/Analyst	28.0	31.2	34.7	32.3	112	564
39 Senior Programmer/Analyst	32.5	37.1	41.4	37.4	95	432
40 PC Specialist	24.0	29.0	32.4	29.4	63	86

BY TYPE OF BUSINESS (USA)
Retail/Wholesale Organizations

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.2	16.0	17.7	15.9	100	580
2 Senior Accounting Clerk	17.7	20.2	22.7	19.8	76	347
3 Accounts Payable Clerk	14.6	16.6	18.0	16.2	84	693
4 Accounts Receivable Clerk	14.5	16.6	18.2	16.7	72	256
5 Benefits Clerk	15.0	17.5	20.4	17.4	35	65
6 Clerk Typist	12.8	14.6	16.2	15.9	34	98
7 Credit & Collection Clerk	14.1	16.5	18.7	16.3	63	189
8 Customer Service Representative	14.6	17.1	19.5	15.8	75	679
9 File Clerk	11.2	13.4	15.2	13.8	52	105
10 General Clerk	12.7	14.7	16.5	16.0	64	383
11 Mail Clerk	12.5	14.3	15.6	14.5	74	198
12 Payroll Clerk	15.9	18.4	20.6	18.3	72	179
13 Personnel Clerk	16.1	17.8	19.1	18.0	51	101
14 Purchasing Clerk	14.6	16.6	18.2	17.5	66	199
15 Shipping/Receiving Clerk	14.0	16.3	18.6	18.3	67	546
16 Switchboard Operator/Receptionist	13.5	15.8	17.5	15.4	125	194
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.1	16.8	19.0	17.2	41	83
18 Secretary	15.9	18.4	20.7	18.5	98	768
19 Senior Secretary	19.4	21.9	25.0	20.7	68	477
20 Executive Secretary	20.6	24.7	27.7	24.2	97	347
PROFESSIONAL POSITIONS						
21 Buyer	20.0	28.4	33.0	34.0	60	372
22 Purchasing Agent	28.6	33.3	38.0	34.6	36	110
23 Accountant	21.8	25.6	28.0	24.9	57	144
24 Senior Accountant	28.6	32.0	36.0	32.1	34	50
25 Auditor	25.5	28.0	30.7	27.9	21	50
26 Senior Auditor	32.4	35.0	38.9	35.6	15	25
27 Collector	14.9	20.0	22.0	17.8	13	69
28 Compensation Analyst	27.8	32.0	35.0	32.1	10	10
29 Benefits Specialist	20.8	27.7	32.0	25.9	31	48
30 Personnel Assistant	21.3	25.7	29.0	25.4	31	36
31 Training & Development Specialist	26.7	32.9	37.7	29.2	27	49
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.3	15.7	17.4	14.8	85	456
33 Senior Data Entry Operator	16.2	18.6	21.1	17.4	40	134
34 Computer Operator	16.5	19.1	21.3	20.3	84	285
35 Senior Computer Operator	20.0	22.6	25.2	22.5	58	120
36 Programmer	24.4	27.4	30.2	27.5	47	176
37 Systems Analyst	32.3	38.9	45.0	39.6	35	110
38 Programmer/Analyst	27.9	31.3	33.9	32.8	65	370
39 Senior Programmer/Analyst	34.2	38.4	42.3	38.2	59	247
40 PC Specialist	24.0	27.1	30.0	27.3	32	39

BY TYPE OF BUSINESS (USA)
Utility/Transportation/Communication Organizations

	Min	Avg	Max	W/Avg	Cos	Emple
CLERICAL POSITIONS						
1 Accounting Clerk	16.3	19.1	22.0	18.1	60	510
2 Senior Accounting Clerk	20.1	23.5	26.5	23.0	47	461
3 Accounts Payable Clerk	15.1	18.7	21.9	18.5	43	160
4 Accounts Receivable Clerk	15.4	19.1	21.9	20.7	23	197
5 Benefits Clerk	17.5	21.3	23.8	21.1	26	105
6 Clerk Typist	14.7	17.2	20.7	17.5	28	154
7 Credit & Collection Clerk	17.2	20.9	25.6	22.0	33	276
8 Customer Service Representative	16.7	21.0	24.0	21.2	50	1455
9 File Clerk	12.5	15.3	17.6	16.3	22	59
10 General Clerk	14.7	17.6	19.8	18.1	38	562
11 Mail Clerk	13.7	16.6	20.3	17.0	51	144
12 Payroll Clerk	18.3	20.8	24.0	19.9	45	170
13 Personnel Clerk	16.6	19.5	22.0	19.6	33	115
14 Purchasing Clerk	18.0	20.1	22.1	20.5	36	110
15 Shipping/Receiving Clerk	15.6	20.0	24.1	21.7	27	133
16 Switchboard Operator/Receptionist	14.4	17.9	21.2	17.8	64	105
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.2	19.7	21.9	20.1	33	138
18 Secretary	18.5	20.9	23.2	21.1	65	687
19 Senior Secretary	20.8	24.1	27.0	24.3	64	868
20 Executive Secretary	24.9	28.7	31.8	28.4	67	334
PROFESSIONAL POSITIONS						
21 Buyer	25.6	30.3	33.7	32.2	34	85
22 Purchasing Agent	32.0	37.2	41.5	37.3	25	52
23 Accountant	25.2	29.5	32.0	29.7	51	224
24 Senior Accountant	31.7	36.5	39.6	36.0	41	261
25 Auditor	28.0	31.6	34.4	32.7	27	90
26 Senior Auditor	34.9	41.7	45.9	40.8	17	66
27 Collector	22.0	26.7	31.2	22.9	16	63
28 Compensation Analyst	30.5	35.9	39.0	35.7	24	26
29 Benefits Specialist	24.2	30.6	39.3	30.2	27	45
30 Personnel Assistant	25.2	29.7	35.0	31.1	35	64
31 Training & Development Specialist	32.5	35.1	41.3	38.2	25	71
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.6	17.6	20.4	17.4	37	137
33 Senior Data Entry Operator	18.9	22.3	25.0	22.1	29	83
34 Computer Operator	18.0	22.0	25.7	21.8	51	180
35 Senior Computer Operator	22.8	25.3	29.1	25.9	30	92
36 Programmer	25.6	29.0	33.4	28.3	31	157
37 Systems Analyst	33.5	38.0	42.1	40.6	30	190
38 Programmer/Analyst	30.6	34.6	38.1	35.3	41	329
39 Senior Programmer/Analyst	34.9	41.2	48.3	41.5	34	237
40 PC Specialist	27.6	32.9	39.1	31.7	24	38

BY TYPE OF BUSINESS (USA)
Education/Government/Nonprofit Organizations

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.5	16.9	18.3	17.3	138	1085
2 Senior Accounting Clerk	18.1	20.3	22.5	19.8	125	1022
3 Accounts Payable Clerk	15.7	17.3	19.1	17.2	80	477
4 Accounts Receivable Clerk	15.4	18.1	20.7	17.6	59	268
5 Benefits Clerk	15.6	18.4	21.4	17.3	35	143
6 Clerk Typist	13.3	15.2	17.1	15.9	102	2991
7 Credit & Collection Clerk	15.9	17.7	18.9	18.1	26	167
8 Customer Service Representative	16.5	18.8	21.1	19.1	37	244
9 File Clerk	11.8	13.5	14.8	13.8	51	730
10 General Clerk	13.3	15.4	17.1	15.8	95	2548
11 Mail Clerk	13.0	15.0	17.2	15.2	111	638
12 Payroll Clerk	16.6	19.2	20.9	17.9	111	527
13 Personnel Clerk	15.6	17.9	20.5	18.4	73	323
14 Purchasing Clerk	16.5	17.8	19.5	17.2	73	423
15 Shipping/Receiving Clerk	13.2	15.3	16.8	16.1	83	422
16 Switchboard Operator/Receptionist	13.7	16.0	17.8	16.0	162	853
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.6	18.0	20.0	16.2	94	2062
18 Secretary	15.6	18.0	20.2	17.7	176	5321
19 Senior Secretary	18.1	20.4	22.3	19.9	161	5001
20 Executive Secretary	20.9	24.5	28.0	23.9	175	2102
PROFESSIONAL POSITIONS						
21 Buyer	19.9	24.8	29.8	26.7	56	137
22 Purchasing Agent	24.0	30.4	35.6	31.6	56	134
23 Accountant	22.3	26.1	29.0	25.1	110	537
24 Senior Accountant	27.8	34.0	38.4	33.9	70	311
25 Auditor	25.2	30.0	35.3	26.9	35	140
26 Senior Auditor	31.0	35.7	37.4	29.5	31	204
27 Collector	20.1	22.7	25.6	23.3	20	128
28 Compensation Analyst	24.8	29.8	34.0	30.2	46	126
29 Benefits Specialist	23.1	28.3	31.9	27.6	50	101
30 Personnel Assistant	20.7	25.2	28.5	24.0	59	267
31 Training & Development Specialist	26.3	31.5	34.1	30.6	48	148
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.0	16.1	18.0	15.8	98	894
33 Senior Data Entry Operator	16.0	18.8	21.2	17.5	63	399
34 Computer Operator	16.6	19.4	21.7	19.9	109	446
35 Senior Computer Operator	19.3	22.5	25.3	23.7	83	435
36 Programmer	22.8	26.3	28.5	31.1	67	357
37 Systems Analyst	29.9	34.4	38.0	34.5	61	212
38 Programmer/Analyst	25.4	29.2	33.3	28.2	100	663
39 Senior Programmer/Analyst	30.5	35.7	41.3	34.5	78	634
40 PC Specialist	23.2	28.3	34.1	27.6	60	116

BY TYPE OF BUSINESS (USA)
All Other Types of Business

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.1	16.8	18.7	17.2	62	200
2 Senior Accounting Clerk	18.0	20.7	23.0	20.4	62	201
3 Accounts Payable Clerk	15.9	18.0	20.3	17.9	55	138
4 Accounts Receivable Clerk	16.8	19.0	21.0	19.3	42	118
5 Benefits Clerk	17.0	19.0	21.1	18.4	24	39
6 Clerk Typist	13.3	14.7	16.5	14.6	28	104
7 Credit & Collection Clerk	16.3	18.7	21.1	18.7	25	64
8 Customer Service Representative	15.3	19.3	21.2	18.0	39	507
9 File Clerk	10.4	13.9	16.0	13.6	23	45
10 General Clerk	13.4	15.6	17.5	14.8	42	303
11 Mail Clerk	13.0	14.7	16.1	14.9	61	162
12 Payroll Clerk	16.0	19.6	23.0	19.2	46	79
13 Personnel Clerk	15.4	17.5	19.7	17.7	26	43
14 Purchasing Clerk	15.6	19.1	20.9	18.9	35	54
15 Shipping/Receiving Clerk	14.7	17.7	21.2	19.5	34	146
16 Switchboard Operator/Receptionist	14.1	16.4	18.1	16.1	91	201
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.6	18.6	19.9	18.4	47	168
18 Secretary	17.3	19.3	21.4	19.5	84	674
19 Senior Secretary	20.2	22.2	24.5	22.3	69	747
20 Executive Secretary	23.3	26.5	29.9	27.7	89	605
PROFESSIONAL POSITIONS						
21 Buyer	22.5	25.6	27.8	27.2	25	53
22 Purchasing Agent	24.9	32.0	36.8	33.8	34	58
23 Accountant	23.0	25.9	29.1	26.5	55	154
24 Senior Accountant	29.0	33.1	37.5	33.5	48	99
25 Auditor	25.9	29.1	32.1	28.7	15	23
26 Senior Auditor	31.1	35.9	41.8	36.0	9	14
27 Collector	26.7	26.4	32.2	26.5	8	11
28 Compensation Analyst	26.0	31.3	35.0	31.3	13	13
29 Benefits Specialist	24.9	28.5	31.8	28.9	31	39
30 Personnel Assistant	20.6	24.5	27.8	24.2	35	47
31 Training & Development Specialist	30.0	37.2	46.0	35.8	16	18
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.8	16.2	17.7	15.4	46	354
33 Senior Data Entry Operator	18.9	21.6	23.6	16.3	21	106
34 Computer Operator	17.2	20.0	22.6	20.1	51	122
35 Senior Computer Operator	20.9	23.9	26.5	23.1	37	86
36 Programmer	24.0	28.2	32.3	27.4	45	165
37 Systems Analyst	29.6	36.8	44.1	34.6	32	140
38 Programmer/Analyst	30.1	33.4	36.7	32.9	48	231
39 Senior Programmer/Analyst	34.1	39.9	44.7	38.2	45	344
40 PC Specialist	26.0	32.8	39.2	38.4	38	66

BY COMPANY EMPLOYEE SIZE (USA)
(at respondents' locations)
1 to 100 Employees

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL						
1 Accounting Clerk	14.4	16.7	18.7	16.5	190	328
2 Senior Accounting Clerk	16.9	20.1	23.0	19.7	117	182
3 Accounts Payable Clerk	15.1	17.6	19.3	17.2	102	142
4 Accounts Receivable Clerk	15.0	17.9	20.0	17.9	112	169
5 Benefits Clerk	15.0	17.2	19.8	16.4	28	54
6 Clerk Typist	12.6	14.1	15.6	14.1	93	193
7 Credit & Collection Clerk	15.4	17.2	19.0	17.2	66	133
8 Customer Service Representative	15.8	19.3	21.7	19.1	144	513
9 File Clerk	11.8	13.8	15.5	13.5	93	187
10 General Clerk	13.0	15.0	16.9	14.7	117	355
11 Mail Clerk	12.5	14.7	16.0	14.5	94	131
12 Payroll Clerk	15.5	18.2	19.9	17.9	63	87
13 Personnel Clerk	14.0	16.7	19.1	16.6	44	55
14 Purchasing Clerk	15.0	17.3	19.8	17.2	65	82
15 Shipping/Receiving Clerk	13.1	17.0	20.0	17.1	76	132
16 Switchboard Operator/Receptionist	13.5	15.5	17.1	15.6	314	390
SECRETARIAL						
17 Word Processing Operator	15.0	17.8	19.2	17.8	129	231
18 Secretary	16.5	18.8	20.7	18.8	220	530
19 Senior Secretary	19.0	22.0	24.5	22.1	163	338
20 Executive Secretary	20.6	25.3	29.2	25.1	200	321
PROFESSIONAL POSITIONS						
21 Buyer	19.8	26.1	28.6	29.0	35	57
22 Purchasing Agent	25.2	30.4	34.0	30.7	42	49
23 Accountant	22.1	26.5	29.4	26.4	102	179
24 Senior Accountant	27.1	31.9	36.0	32.1	54	110
25 Auditor	25.0	29.5	33.0	28.3	34	111
26 Senior Auditor	30.3	34.4	39.5	34.6	15	43
27 Collector	20.9	23.6	25.4	22.6	40	236
28 Compensation Analyst	28.0	30.0	34.6	30.0	4	4
29 Benefits Specialist	21.0	25.3	30.7	24.2	21	27
30 Personnel Assistant	20.0	23.6	26.0	22.9	54	68
31 Training & Development Specialist	22.4	30.5	35.0	29.8	22	24
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.0	15.8	17.6	15.7	102	225
33 Senior Data Entry Operator	16.1	19.0	21.8	18.7	47	74
34 Computer Operator	16.1	19.0	21.4	18.9	76	116
35 Senior Computer Operator	19.0	22.4	25.2	22.3	51	58
36 Programmer	23.1	28.2	32.4	28.8	54	107
37 Systems Analyst	28.2	33.9	40.1	33.0	30	47
38 Programmer/Analyst	27.0	32.3	36.0	32.4	46	121
39 Senior Programmer/Analyst	32.5	37.2	41.3	39.5	42	77
40 PC Specialist	22.9	29.4	35.0	28.7	40	45

BY COMPANY EMPLOYEE SIZE (USA)
(at respondents' locations)
101 to 500 Employees

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL						
1 Accounting Clerk	14.2	16.5	18.2	16.4	420	1369
2 Senior Accounting Clerk	17.8	20.6	23.0	20.2	367	840
3 Accounts Payable Clerk	15.0	17.2	19.0	16.9	339	710
4 Accounts Receivable Clerk	14.8	17.4	18.4	17.2	236	543
5 Benefits Clerk	15.6	18.9	21.4	18.5	100	120
6 Clerk Typist	12.7	14.9	16.2	14.7	204	843
7 Credit & Collection Clerk	15.2	17.5	19.4	17.5	192	512
8 Customer Service Representative	15.2	18.2	20.4	17.2	294	2087
9 File Clerk	11.5	13.5	15.0	13.1	241	793
10 General Clerk	12.7	14.9	16.7	14.3	281	1776
11 Mail Clerk	12.2	14.2	16.0	13.8	394	879
12 Payroll Clerk	16.5	19.2	21.4	18.7	342	475
13 Personnel Clerk	15.0	17.9	20.0	17.9	228	265
14 Purchasing Clerk	15.0	17.4	19.4	17.7	260	454
15 Shipping/Receiving Clerk	13.9	16.1	18.0	16.2	223	573
16 Switchboard Operator/Receptionist	13.7	16.1	18.2	15.9	593	1049
SECRETARIAL						
17 Word Processing Operator	15.0	17.8	19.8	17.9	281	876
18 Secretary	16.0	18.5	20.3	18.8	489	3022
19 Senior Secretary	19.0	21.8	24.5	21.8	454	2489
20 Executive Secretary	22.1	25.6	28.2	25.6	523	1780
PROFESSIONAL POSITIONS						
21 Buyer	21.3	25.8	30.0	27.3	174	389
22 Purchasing Agent	25.2	31.8	37.3	32.8	152	204
23 Accountant	22.3	26.0	29.0	26.7	322	778
24 Senior Accountant	27.7	32.2	36.8	32.7	214	420
25 Auditor	23.0	28.1	32.6	28.1	85	234
26 Senior Auditor	29.1	35.2	39.4	35.6	56	149
27 Collector	17.6	21.6	25.4	20.4	66	173
28 Compensation Analyst	28.5	33.0	36.4	32.3	41	46
29 Benefits Specialist	22.9	28.2	32.4	28.2	121	132
30 Personnel Assistant	20.0	24.6	28.4	24.7	238	272
31 Training & Development Specialist	25.8	32.0	38.4	32.5	92	109
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.7	15.9	17.5	15.6	318	1272
33 Senior Data Entry Operator	16.3	19.4	21.2	18.6	157	386
34 Computer Operator	16.2	18.8	21.3	18.8	338	775
35 Senior Computer Operator	20.0	22.9	25.0	23.1	235	436
36 Programmer	22.6	26.2	29.0	26.2	207	513
37 Systems Analyst	30.5	35.5	39.8	35.7	156	378
38 Programmer/Analyst	28.0	31.3	34.7	31.5	293	885
39 Senior Programmer/Analyst	34.1	38.3	42.3	37.9	242	753
40 PC Specialist	23.3	29.1	33.0	31.1	158	226

BY COMPANY EMPLOYEE SIZE (USA)
(at respondents' locations)
501 to 1,000 Employees

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.6	16.7	18.4	17.0	184	1028
2 Senior Accounting Clerk	17.4	19.7	21.8	19.8	151	917
3 Accounts Payable Clerk	15.3	17.4	19.1	17.1	130	457
4 Accounts Receivable Clerk	15.3	17.6	19.6	17.5	87	300
5 Benefits Clerk	16.5	18.7	20.3	17.9	76	212
6 Clerk Typist	12.7	14.7	16.2	15.2	100	618
7 Credit & Collection Clerk	14.6	17.5	19.6	17.6	91	327
8 Customer Service Representative	15.9	18.4	20.8	18.4	116	1796
9 File Clerk	11.2	13.0	14.5	12.4	102	630
10 General Clerk	13.1	14.6	15.9	14.6	120	1578
11 Mail Clerk	12.0	13.9	15.3	12.1	176	1320
12 Payroll Clerk	17.1	19.5	21.6	19.1	176	441
13 Personnel Clerk	15.7	18.1	20.4	18.3	109	216
14 Purchasing Clerk	15.7	18.4	20.3	19.1	134	278
15 Shipping/Receiving Clerk	14.0	17.0	19.0	17.7	107	446
16 Switchboard Operator/Receptionist	14.0	16.1	17.8	15.9	198	567
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.3	17.9	20.3	17.1	131	569
18 Secretary	16.1	18.2	20.2	18.8	201	2652
19 Senior Secretary	18.4	20.8	23.0	21.2	191	2594
20 Executive Secretary	22.2	25.2	28.0	25.3	212	1389
PROFESSIONAL POSITIONS						
21 Buyer	23.0	28.4	32.5	29.9	95	223
22 Purchasing Agent	27.1	33.8	40.6	35.8	83	152
23 Accountant	22.6	26.4	29.4	27.6	163	632
24 Senior Accountant	29.5	34.0	37.7	35.6	115	366
25 Auditor	23.7	27.9	32.0	28.6	77	177
26 Senior Auditor	31.3	35.4	39.5	33.9	62	130
27 Collector	17.0	22.0	26.7	21.1	47	231
28 Compensation Analyst	26.0	31.7	37.0	32.0	70	79
29 Benefits Specialist	23.8	29.6	32.5	28.4	83	125
30 Personnel Assistant	21.1	25.5	30.3	25.5	86	129
31 Training & Development Specialist	28.3	33.5	38.6	33.4	77	118
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.0	15.4	17.2	15.2	130	862
33 Senior Data Entry Operator	16.0	18.4	20.5	17.3	84	329
34 Computer Operator	16.7	19.6	21.9	19.7	181	608
35 Senior Computer Operator	19.9	22.7	25.2	22.5	136	431
36 Programmer	24.3	27.9	31.7	27.1	116	475
37 Systems Analyst	33.6	38.7	43.2	39.3	93	421
38 Programmer/Analyst	28.6	32.5	36.5	32.3	162	1067
39 Senior Programmer/Analyst	34.8	39.0	43.0	38.2	148	898
40 PC Specialist	24.6	29.7	34.2	30.0	97	151

BY COMPANY EMPLOYEE SIZE (USA)
(at respondents' locations)
More than 1,000 Employees

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.9	17.0	18.9	16.8	248	2829
2 Senior Accounting Clerk	18.1	20.5	22.3	19.8	220	2771
3 Accounts Payable Clerk	15.4	17.7	19.5	17.4	157	1465
4 Accounts Receivable Clerk	15.3	18.0	19.7	18.5	99	999
5 Benefits Clerk	16.0	18.9	21.0	18.9	134	368
6 Clerk Typist	13.2	15.1	16.7	15.7	173	3876
7 Credit & Collection Clerk	15.5	18.3	20.2	18.5	112	932
8 Customer Service Representative	16.2	18.9	20.9	18.6	135	4392
9 File Clerk	11.6	13.4	15.2	13.4	158	1786
10 General Clerk	12.9	15.0	16.5	15.4	177	6002
11 Mail Clerk	12.5	14.4	16.1	14.5	234	1731
12 Payroll Clerk	16.2	18.7	20.8	18.4	238	1167
13 Personnel Clerk	15.9	18.2	20.3	18.8	163	695
14 Purchasing Clerk	16.0	18.1	20.3	17.6	157	726
15 Shipping/Receiving Clerk	13.7	16.2	18.5	17.3	167	1384
16 Switchboard Operator/Receptionist	13.7	15.9	17.5	15.7	242	1629
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.3	17.6	19.2	16.5	174	2818
18 Secretary	16.4	18.4	20.5	18.2	274	9620
19 Senior Secretary	19.0	21.2	23.3	20.6	267	9665
20 Executive Secretary	22.9	25.9	28.6	24.6	273	4404
PROFESSIONAL POSITIONS						
21 Buyer	22.1	27.2	31.3	31.1	161	695
22 Purchasing Agent	27.0	33.4	38.5	35.2	126	422
23 Accountant	23.0	26.3	28.5	25.4	214	1365
24 Senior Accountant	28.6	33.9	38.1	33.3	167	877
25 Auditor	25.1	28.8	32.2	27.7	134	476
26 Senior Auditor	31.5	36.4	40.5	33.6	116	457
27 Collector	17.3	21.8	25.5	18.1	74	921
28 Compensation Analyst	24.5	29.6	34.7	29.9	134	232
29 Benefits Specialist	24.3	29.4	34.0	28.4	133	233
30 Personnel Assistant	21.0	25.6	29.0	25.1	115	448
31 Training & Development Specialist	27.2	32.3	36.7	31.8	130	353
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.9	15.9	17.8	15.4	203	2115
33 Senior Data Entry Operator	16.4	18.9	20.7	17.5	153	1058
34 Computer Operator	17.3	19.7	21.6	19.7	241	1359
35 Senior Computer Operator	20.7	23.3	25.5	23.6	204	1183
36 Programmer	24.1	26.7	28.8	27.7	171	1444
37 Systems Analyst	32.6	37.3	42.3	38.1	163	1112
38 Programmer/Analyst	27.8	31.1	34.1	31.8	219	3049
39 Senior Programmer/Analyst	33.4	38.1	42.0	38.1	205	2522
40 PC Specialist	24.5	29.8	33.0	31.1	116	251

TOTAL CANADA

(Canadian salaries are reported in Canadian dollars)

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	18.7	21.0	23.0	20.1	30	101
2 Senior Accounting Clerk	22.9	25.5	28.9	25.0	28	51
3 Accounts Payable Clerk	18.2	20.2	22.0	21.0	29	52
4 Accounts Receivable Clerk	18.6	20.8	22.4	21.0	24	37
5 Benefits Clerk	21.0	23.0	26.1	23.6	8	17
6 Clerk-Typist	16.9	19.2	21.9	20.0	19	71
7 Credit & Collection Clerk	20.5	23.1	25.3	22.1	13	19
8 Customer Service Representative	19.0	22.4	24.0	23.0	23	61
9 File Clerk	17.1	17.6	18.2	17.9	13	45
10 General Clerk	16.2	19.3	21.0	19.4	16	367
11 Mail Clerk	15.7	17.2	18.8	17.1	19	48
12 Payroll Clerk	22.0	23.0	25.0	22.3	24	39
13 Personnel Clerk	20.3	22.8	25.0	22.8	14	14
14 Purchasing Clerk	19.6	22.7	26.0	22.9	19	32
15 Shipping/Receiving Clerk	18.2	19.5	21.1	19.0	16	39
16 Switchboard Operator/Receptionist	17.6	19.3	20.8	19.6	44	60
SECRETARIAL POSITIONS						
17 Word Processing Operator	18.6	20.8	23.2	21.5	18	69
18 Secretary	21.0	22.3	23.3	24.0	30	171
19 Senior Secretary	22.5	25.5	27.1	26.8	26	154
20 Executive Secretary	26.1	28.7	30.5	28.9	31	95
PROFESSIONAL POSITIONS						
21 Buyer	26.3	31.5	38.0	34.5	16	36
22 Purchasing Agent	33.8	40.1	44.5	39.7	13	20
23 Accountant	27.2	32.7	37.3	33.7	18	28
24 Senior Accountant	35.6	41.3	48.0	41.4	11	18
25 Auditor	33.6	36.9	41.4	35.3	4	24
26 Senior Auditor	43.8	48.6	54.0	46.2	3	19
27 Collector	24.0	29.4	31.9	29.3	5	17
28 Compensation Analyst	24.7	30.9	38.0	33.2	5	7
29 Benefits Specialist	28.3	36.0	40.2	36.0	7	7
30 Personnel Assistant	23.5	28.3	33.1	30.0	13	29
31 Training & Development Specialist	35.8	38.1	38.0	38.7	7	12
DATA PROCESSING POSITIONS						
32 Data Entry Operator	18.7	20.4	21.3	20.4	22	77
33 Senior Data Entry Operator	20.0	22.4	23.5	22.8	10	19
34 Computer Operator	23.4	23.7	25.6	25.0	20	55
35 Senior Computer Operator	25.2	28.9	32.1	29.8	13	22
36 Programmer	27.3	31.9	35.1	35.0	18	153
37 Systems Analyst	34.1	39.5	48.4	45.6	10	61
38 Programmer/Analyst	34.0	37.5	41.5	40.0	16	138
39 Senior Programmer/Analyst	38.4	43.3	49.2	46.6	15	82
40 PC Specialist	26.5	34.3	40.5	34.5	11	21

CANADIAN METROPOLITAN AREA RESULTS

Calgary, Alberta

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	21.8	26.5	31.3	22.8	2	10
2 Senior Accounting Clerk	26.0	29.9	33.7	27.9	2	4
3 Accounts Payable Clerk	15.5	18.5	21.5	20.3	2	5
4 Accounts Receivable Clerk	21.8	22.8	23.9	22.5	2	3
12 Payroll Clerk	27.6	28.6	29.5	28.5	2	2
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.0	22.1	27.2	23.8	2	3
18 Secretary	27.1	27.9	28.7	28.2	2	3
19 Senior Secretary	23.6	27.6	32.6	26.9	3	10
20 Executive Secretary	35.7	36.4	37.0	36.4	2	2
PROFESSIONAL POSITIONS						
23 Accountant	32.0	36.8	41.3	37.6	3	9
DATA PROCESSING POSITIONS						
35 Senior Computer Operator	17.0	29.1	39.0	29.1	3	3
37 Systems Analyst	48.5	49.0	49.5	48.9	2	11
38 Programmer/Analyst	38.6	41.0	43.4	40.2	2	9
40 PC Specialist	40.5	40.6	40.7	40.5	2	6

Edmonton, Alberta

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	23.0	23.6	24.4	23.9	3	13
2 Senior Accounting Clerk	25.5	25.6	25.7	25.6	2	9
3 Accounts Payable Clerk	21.4	22.4	23.5	23.2	2	7
6 Clerk Typist	22.2	23.1	24.0	23.3	2	5
8 Customer Service Representative	26.0	28.2	29.9	28.0	3	7
9 File Clerk	20.0	20.7	21.4	21.0	2	4
10 General Clerk	19.8	22.9	26.0	21.9	2	9
11 Mail Clerk	17.0	19.2	21.4	20.7	2	6
16 Switchboard Operator/Receptionist	15.6	18.0	19.5	18.6	3	5
SECRETARIAL POSITIONS						
19 Senior Secretary	24.4	25.7	27.0	25.4	2	10
20 Executive Secretary	26.0	28.5	33.0	28.9	4	10
30 Personnel Assistant	22.8	28.9	35.0	28.9	2	2
DATA PROCESSING POSITIONS						
35 Senior Computer Operator	25.2	26.1	27.0	25.8	2	3
36 Programmer	27.5	32.2	37.0	29.4	2	5
37 Systems Analyst	34.1	36.0	38.0	34.9	2	5
38 Programmer/Analyst	34.0	34.5	34.9	34.7	2	4
39 Senior Programmer/Analyst	46.8	46.9	47.0	46.9	2	4
40 PC Specialist	38.2	39.1	40.0	38.8	2	3

Metropolitan Toronto-Grand Valley-South/Central Ontario

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	18.6	20.2	22.2	19.2	25	78
2 Senior Accounting Clerk	22.5	24.9	28.6	24.4	23	37
3 Accounts Payable Clerk	18.2	20.1	22.0	20.7	24	38
4 Accounts Receivable Clerk	18.5	20.4	22.2	20.3	20	30
5 Benefits Clerk	20.3	22.2	24.2	23.3	6	15
6 Clerk Typist	16.9	18.4	20.3	19.7	16	65
7 Credit & Collection Clerk	20.5	22.9	25.3	21.9	12	18
8 Customer Service Representative	19.0	21.6	23.9	22.4	20	54
9 File Clerk	17.1	17.2	17.8	17.8	10	38
10 General Clerk	16.0	18.3	20.4	19.3	13	357
11 Mail Clerk	15.4	16.8	18.2	16.6	15	38
12 Payroll Clerk	21.3	22.5	24.6	21.9	21	36
13 Personnel Clerk	20.3	22.6	25.8	22.6	12	12
14 Purchasing Clerk	19.6	22.3	24.4	22.7	17	30
15 Shipping/Receiving Clerk	18.2	19.4	21.0	18.9	14	37
16 Switchboard Operator/Receptionist	17.4	19.2	20.6	19.6	39	53
SECRETARIAL POSITIONS						
17 Word Processing Operator	18.6	20.4	23.2	21.3	15	64
18 Secretary	21.0	21.7	22.8	23.8	27	163
19 Senior Secretary	22.1	24.9	27.1	26.8	20	132
20 Executive Secretary	26.5	27.8	29.6	28.6	24	82
PROFESSIONAL POSITIONS						
21 Buyer	26.3	31.5	38.0	34.5	16	36
22 Purchasing Agent	33.8	41.4	44.6	42.3	11	14
23 Accountant	26.5	31.9	37.3	31.8	15	19
24 Senior Accountant	35.6	40.2	48.0	40.5	8	10
25 Auditor	32.6	37.0	41.4	33.7	2	15
26 Senior Auditor	43.8	45.9	48.1	44.1	2	15
27 Collector	19.5	23.8	28.0	26.8	3	11
28 Compensation Analyst	29.9	32.9	39.1	35.0	4	6
29 Benefits Specialist	28.3	33.0	35.7	33.1	5	5
30 Personnel Assistant	23.5	26.4	30.4	29.2	9	24
31 Training & Development Specialist	36.1	35.9	37.0	34.3	5	8
DATA PROCESSING POSITIONS						
32 Data Entry Operator	18.7	20.3	21.3	20.4	20	73
33 Senior Data Entry Operator	20.0	22.2	23.4	22.7	9	17
34 Computer Operator	23.4	23.7	25.4	25.0	17	50
35 Senior Computer Operator	28.2	29.4	36.7	30.7	8	16
36 Programmer	26.1	32.5	35.1	35.3	14	145
37 Systems Analyst	28.4	37.5	47.0	46.0	6	45
38 Programmer/Analyst	30.5	36.8	41.1	40.1	11	124
39 Senior Programmer/Analyst	38.4	42.5	49.8	46.6	12	74
40 PC Specialist	26.5	31.1	36.2	30.5	7	12

USA METROPOLITAN AREA RESULTS

Atlanta - Northwest Georgia

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.1	16.7	19.2	15.0	10	165
2 Senior Accounting Clerk	19.4	21.1	23.1	19.2	12	406
3 Accounts Payable Clerk	15.4	16.1	17.0	15.6	11	35
4 Accounts Receivable Clerk	15.2	16.5	17.7	16.1	5	10
5 Benefits Clerk	14.5	16.5	17.0	15.9	6	8
6 Clerk Typist	13.4	14.5	15.0	15.0	13	75
7 Credit & Collection Clerk	13.6	17.0	20.6	17.0	3	11
8 Customer Service Representative	17.0	17.8	20.8	16.4	11	281
9 File Clerk	11.8	13.0	14.7	12.3	13	61
10 General Clerk	12.7	14.7	15.6	14.5	7	230
11 Mail Clerk	11.1	12.8	15.0	11.7	15	101
12 Payroll Clerk	15.9	17.7	19.0	16.7	12	28
13 Personnel Clerk	16.3	17.3	17.4	16.9	13	26
14 Purchasing Clerk	15.0	16.0	16.6	16.1	7	12
15 Shipping/Receiving Clerk	12.9	14.4	15.0	14.2	13	69
16 Switchboard Operator/Receptionist	13.6	16.0	18.0	14.2	21	73
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.1	17.7	19.2	18.4	15	116
18 Secretary	17.0	18.4	19.0	17.8	17	358
19 Senior Secretary	20.4	21.5	23.2	20.9	19	623
20 Executive Secretary	23.3	25.3	27.0	24.0	15	211
PROFESSIONAL POSITIONS						
21 Buyer	19.6	25.1	30.8	27.6	9	30
22 Purchasing Agent	26.2	28.3	29.0	27.2	9	10
23 Accountant	22.1	24.3	26.0	23.2	11	107
24 Senior Accountant	27.7	31.7	34.3	32.6	11	66
25 Auditor	23.7	28.5	31.0	25.7	10	32
26 Senior Auditor	30.7	31.0	32.0	30.8	6	27
27 Collector	16.6	16.8	18.6	16.9	5	80
28 Compensation Analyst	23.6	26.7	28.5	25.6	7	12
29 Benefits Specialist	28.0	32.8	39.5	27.4	7	13
30 Personnel Assistant	21.0	24.6	26.6	23.7	6	8
31 Training & Development Specialist	21.4	25.7	28.8	24.9	6	9
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.6	16.1	18.0	15.3	15	148
33 Senior Data Entry Operator	18.8	18.5	19.8	18.6	8	100
34 Computer Operator	14.9	17.0	17.7	16.8	11	68
35 Senior Computer Operator	19.3	21.9	23.2	20.9	12	76
36 Programmer	24.3	25.2	28.0	25.1	8	93
37 Systems Analyst	37.1	36.7	38.1	37.6	8	66
38 Programmer/Analyst	28.3	30.4	32.2	30.0	14	200
39 Senior Programmer/Analyst	34.9	36.9	41.6	39.4	11	157
40 PC Specialist	23.2	28.1	32.3	27.5	7	10

Baltimore - Central Maryland

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.1	17.2	19.0	18.0	18	49
2 Senior Accounting Clerk	18.5	20.8	23.4	20.8	13	39
3 Accounts Payable Clerk	14.7	17.3	19.1	16.7	10	20
4 Accounts Receivable Clerk	14.7	16.4	17.0	15.3	6	22
5 Benefits Clerk	16.8	18.7	20.7	19.5	9	15
6 Clerk Typist	12.2	14.2	15.9	15.0	11	165
7 Credit & Collection Clerk	16.8	17.8	18.4	18.0	5	40
8 Customer Service Representative	14.7	21.7	29.2	21.5	3	24
9 File Clerk	12.1	13.1	14.6	12.7	8	17
10 General Clerk	11.7	13.5	14.6	15.7	8	51
11 Mail Clerk	12.4	14.1	15.0	12.9	14	43
12 Payroll Clerk	15.4	18.1	20.7	17.7	11	20
13 Personnel Clerk	15.6	17.3	19.2	17.9	7	10
14 Purchasing Clerk	15.8	17.6	19.6	17.9	11	14
15 Shipping/Receiving Clerk	16.0	16.7	18.0	16.6	8	14
16 Switchboard Operator/Receptionist	14.6	16.2	18.5	15.8	23	50
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.3	18.5	20.0	20.1	12	58
18 Secretary	18.0	19.4	20.1	19.2	21	294
19 Senior Secretary	20.8	23.1	24.5	22.3	21	191
20 Executive Secretary	24.0	26.8	28.0	25.7	22	118
PROFESSIONAL POSITIONS						
21 Buyer	22.3	23.7	25.6	23.4	6	9
22 Purchasing Agent	24.9	30.1	31.6	29.8	8	9
23 Accountant	24.0	26.4	29.0	26.2	16	47
24 Senior Accountant	30.8	33.2	34.7	33.2	14	45
25 Auditor	24.5	27.0	30.0	27.3	7	16
26 Senior Auditor	32.3	37.8	39.5	39.7	7	16
27 Collector	19.5	23.8	26.1	22.9	5	28
28 Compensation Analyst	28.8	33.1	37.5	33.1	7	7
29 Benefits Specialist	23.1	28.1	29.7	27.1	9	11
30 Personnel Assistant	24.0	29.0	32.7	32.2	9	13
31 Training & Development Specialist	31.2	34.4	40.0	33.6	8	12
DATA PROCESSING POSITIONS						
32 Data Entry Operator	11.9	14.3	16.8	13.5	11	33
33 Senior Data Entry Operator	15.3	18.3	19.7	17.7	9	24
34 Computer Operator	18.0	20.4	21.2	20.4	14	55
35 Senior Computer Operator	19.5	22.9	25.4	22.3	11	31
36 Programmer	24.6	26.8	29.6	26.6	8	48
37 Systems Analyst	33.4	38.6	44.1	39.0	7	16
38 Programmer/Analyst	28.4	33.9	38.4	36.0	15	121
39 Senior Programmer/Analyst	36.5	39.2	44.7	42.7	8	36
40 PC Specialist	28.0	34.7	36.1	34.3	10	11

Birmingham, AL

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.0	14.4	16.1	13.8	14	66
2 Senior Accounting Clerk	17.0	19.8	25.9	22.3	11	96
3 Accounts Payable Clerk	14.3	16.1	17.4	15.3	10	40
4 Accounts Receivable Clerk	14.3	15.3	16.0	14.9	6	40
5 Benefits Clerk	12.7	15.1	17.5	15.1	2	4
6 Clerk-Typist	11.6	12.8	14.1	12.5	7	30
7 Credit & Collection Clerk	14.1	16.9	19.2	13.8	8	128
8 Customer Service Representative	14.0	16.2	18.9	14.3	8	149
9 File Clerk	11.5	12.8	14.2	11.4	9	30
10 General Clerk	12.7	14.2	16.4	12.5	11	241
11 Mail Clerk	11.4	12.5	13.7	11.6	11	45
12 Payroll Clerk	16.5	17.7	18.7	17.3	13	27
13 Personnel Clerk	18.1	19.8	22.6	19.8	3	3
14 Purchasing Clerk	13.1	16.3	22.1	16.6	8	12
15 Shipping/Receiving Clerk	13.1	13.8	15.1	12.3	8	52
16 Switchboard Operator/Receptionist	13.6	15.3	17.3	14.2	19	44
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.4	15.9	17.5	16.2	6	16
18 Secretary	15.0	17.0	19.2	14.9	15	295
19 Senior Secretary	18.7	20.0	23.0	17.8	12	533
20 Executive Secretary	22.3	26.0	28.6	22.0	19	285
PROFESSIONAL POSITIONS						
21 Buyer	19.2	23.4	27.0	23.9	9	15
22 Purchasing Agent	23.7	26.2	36.3	26.2	4	4
23 Accountant	23.0	24.4	27.0	24.1	13	43
24 Senior Accountant	32.1	34.6	39.2	37.8	8	65
25 Auditor	20.0	24.0	27.9	21.2	7	16
26 Senior Auditor	32.6	37.6	41.3	36.0	6	20
27 Collector	14.4	19.6	24.8	15.2	2	39
28 Compensation Analyst	21.0	26.8	33.5	26.9	6	10
29 Benefits Specialist	22.3	28.4	32.5	30.0	5	10
30 Personnel Assistant	22.4	25.5	26.9	28.7	8	29
31 Training & Development Specialist	26.5	33.0	36.2	36.5	5	29
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.6	13.5	14.6	13.0	9	22
33 Senior Data Entry Operator	13.1	18.1	19.7	15.3	6	24
34 Computer Operator	15.7	18.4	21.5	17.5	12	39
35 Senior Computer Operator	18.2	20.7	23.6	19.1	6	21
36 Programmer	22.4	24.6	26.0	23.5	10	50
37 Systems Analyst	29.8	33.3	37.2	32.4	5	27
38 Programmer/Analyst	30.1	31.8	33.9	30.1	8	53
39 Senior Programmer/Analyst	35.3	40.3	44.0	43.5	9	60
40 PC Specialist	23.2	27.1	30.1	27.6	6	8

Boston, MA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.6	18.2	19.3	17.2	16	184
2 Senior Accounting Clerk	17.7	21.9	24.4	21.7	12	52
3 Accounts Payable Clerk	17.8	18.8	19.9	17.9	11	144
4 Accounts Receivable Clerk	18.4	21.2	22.9	20.4	12	37
5 Benefits Clerk	18.1	20.8	24.0	20.4	7	16
6 Clerk Typist	15.0	16.6	18.0	17.2	9	25
7 Credit & Collection Clerk	17.0	18.3	19.7	18.5	8	38
8 Customer Service Representative	18.0	19.6	21.7	18.7	12	77
9 File Clerk	14.7	16.4	17.4	15.0	9	80
10 General Clerk	16.1	16.8	18.2	16.2	10	59
11 Mail Clerk	14.7	15.7	17.0	15.1	15	180
12 Payroll Clerk	16.6	19.6	21.9	18.9	14	32
13 Personnel Clerk	17.7	18.6	21.3	18.9	10	34
14 Purchasing Clerk	17.3	18.4	19.9	17.8	8	22
15 Shipping/Receiving Clerk	16.3	23.1	26.5	21.2	6	12
16 Switchboard Operator/Receptionist	16.0	17.9	19.2	17.6	18	42
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.9	19.7	22.9	18.7	8	51
18 Secretary	18.7	21.6	24.7	21.5	16	218
19 Senior Secretary	21.5	23.6	25.4	23.2	20	140
20 Executive Secretary	25.0	27.9	30.0	27.1	18	93
PROFESSIONAL POSITIONS						
21 Buyer	29.9	44.3	46.9	48.1	5	70
22 Purchasing Agent	31.8	36.4	36.2	35.8	6	12
23 Accountant	27.0	31.0	35.4	32.0	9	21
24 Senior Accountant	30.0	33.7	41.8	33.0	8	16
25 Auditor	31.5	36.8	40.0	31.7	5	26
26 Senior Auditor	38.9	40.8	42.7	43.5	5	10
27 Collector	22.2	27.3	34.3	26.9	3	14
28 Compensation Analyst	31.2	35.5	43.6	35.5	4	4
29 Benefits Specialist	30.5	37.3	40.8	37.3	5	5
30 Personnel Assistant	21.5	26.9	29.7	32.1	7	12
31 Training & Development Specialist	31.3	37.2	42.7	35.4	6	10
DATA PROCESSING POSITIONS						
32 Data Entry Operator	17.4	19.3	22.8	18.5	6	63
33 Senior Data Entry Operator	17.2	19.7	22.0	19.8	7	15
34 Computer Operator	18.9	20.3	22.7	18.9	9	57
35 Senior Computer Operator	21.1	22.6	23.8	23.6	10	65
36 Programmer	26.4	28.3	28.0	27.9	9	58
37 Systems Analyst	39.9	42.6	49.3	39.6	4	112
38 Programmer/Analyst	32.6	35.5	36.4	33.8	13	105
39 Senior Programmer/Analyst	35.4	39.2	43.8	42.5	10	105
40 PC Specialist	27.0	31.6	35.5	31.3	6	7

Buffalo - Rochester - Western New York

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	11.9	14.3	14.5	14.1	16	56
2 Senior Accounting Clerk	14.8	18.2	21.1	16.0	12	147
3 Accounts Payable Clerk	13.0	15.7	22.3	14.7	6	10
4 Accounts Receivable Clerk	12.3	13.6	13.8	13.6	7	16
5 Benefits Clerk	14.3	15.0	17.9	14.8	4	6
6 Clerk/Typist	10.8	12.2	13.0	11.7	8	85
7 Credit & Collection Clerk	12.8	13.5	14.6	14.1	7	17
8 Customer Service Representative	13.1	16.3	18.9	15.4	14	173
9 File Clerk	11.1	11.9	13.0	12.4	11	33
10 General Clerk	11.3	12.7	13.8	12.3	16	60
11 Mail Clerk	10.6	11.9	14.4	11.4	14	29
12 Payroll Clerk	13.1	17.6	22.5	16.8	13	22
13 Personnel Clerk	14.2	17.8	20.2	18.4	10	15
14 Purchasing Clerk	14.7	16.4	16.9	16.3	13	25
15 Shipping/Receiving Clerk	12.2	15.2	15.0	13.8	12	42
16 Switchboard Operator/Receptionist	13.0	14.6	15.1	14.5	20	29
SECRETARIAL POSITIONS						
17 Word Processing Operator	13.0	14.6	16.3	14.5	10	29
18 Secretary	13.5	15.8	21.1	16.2	12	97
19 Senior Secretary	17.8	20.6	25.6	18.8	12	149
20 Executive Secretary	17.2	22.3	29.9	22.7	16	37
PROFESSIONAL POSITIONS						
21 Buyer	19.2	19.5	19.8	19.3	2	6
22 Purchasing Agent	22.9	28.6	43.8	27.5	4	5
23 Accountant	20.1	20.6	20.8	20.0	5	40
24 Senior Accountant	22.4	26.0	37.0	25.5	4	16
25 Auditor	23.4	25.1	29.0	24.5	4	11
26 Senior Auditor	31.5	32.1	32.7	32.0	2	5
27 Collector	15.0	18.7	17.7	15.9	5	69
28 Compensation Analyst	20.9	21.1	21.3	21.1	2	2
29 Benefits Specialist	20.8	22.8	24.7	22.7	2	2
30 Personnel Assistant	18.0	19.6	20.0	19.6	5	5
31 Training & Development Specialist	26.5	29.8	32.8	29.8	4	7
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.5	13.5	14.9	13.8	11	50
33 Senior Data Entry Operator	14.5	18.6	23.6	18.6	7	7
34 Computer Operator	15.6	16.7	18.9	17.5	10	21
35 Senior Computer Operator	18.7	20.5	22.5	20.5	9	15
36 Programmer	22.0	26.6	29.3	28.8	3	17
37 Systems Analyst	30.8	31.6	32.9	32.1	6	18
38 Programmer/Analyst	22.9	27.9	31.0	29.3	11	93
39 Senior Programmer/Analyst	22.2	26.6	33.4	32.4	4	82
40 PC Specialist	17.7	25.5	31.0	27.0	3	5

Cedar Rapids - Eastern Iowa

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.5	14.7	15.6	14.3	16	84
2 Senior Accounting Clerk	17.3	18.3	20.1	17.5	12	50
3 Accounts Payable Clerk	14.1	16.4	17.8	16.1	13	39
4 Accounts Receivable Clerk	15.2	16.5	18.4	16.5	10	24
5 Benefits Clerk	19.1	20.5	24.3	19.8	4	8
6 Clerk Typist	13.4	14.6	15.2	14.7	7	24
7 Credit & Collection Clerk	15.4	17.6	18.0	19.1	7	17
8 Customer Service Representative	14.8	15.8	17.2	15.0	8	170
9 File Clerk	10.1	11.5	13.0	11.0	9	39
10 General Clerk	13.0	13.4	14.6	14.0	8	42
11 Mail Clerk	12.1	13.7	16.1	12.9	12	37
12 Payroll Clerk	16.0	17.8	20.8	17.8	14	25
13 Personnel Clerk	16.5	16.9	18.1	17.4	9	16
14 Purchasing Clerk	14.6	17.7	19.9	17.4	7	13
15 Shipping/Receiving Clerk	13.4	16.6	19.2	20.5	9	40
16 Switchboard Operator/Receptionist	12.2	14.4	16.0	13.6	18	32
SECRETARIAL POSITIONS						
17 Word Processing Operator	12.4	14.4	15.7	14.1	11	47
18 Secretary	14.4	16.8	18.1	16.7	16	163
19 Senior Secretary	17.7	19.2	21.5	19.1	12	103
20 Executive Secretary	22.1	23.2	25.0	22.7	13	37
PROFESSIONAL POSITIONS						
21 Buyer	19.8	24.9	31.4	28.1	7	22
22 Purchasing Agent	30.0	30.6	33.5	30.6	4	5
23 Accountant	20.7	23.1	24.6	22.0	13	54
24 Senior Accountant	28.0	30.6	32.7	30.8	9	27
25 Auditor	23.6	31.8	40.1	33.9	2	8
26 Senior Auditor	32.0	34.4	36.7	32.8	2	6
27 Collector	14.8	23.5	30.6	16.2	3	19
28 Compensation Analyst	31.2	31.4	35.9	33.6	4	8
29 Benefits Specialist	22.0	26.0	31.9	30.4	5	9
30 Personnel Assistant	22.6	24.9	25.2	29.8	5	9
31 Training & Development Specialist	30.0	34.6	45.6	34.7	4	4
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.1	14.3	16.5	14.1	11	30
33 Senior Data Entry Operator	15.3	17.6	21.5	16.9	3	11
34 Computer Operator	16.8	17.7	19.3	17.5	16	36
35 Senior Computer Operator	18.8	20.4	22.0	19.3	9	22
36 Programmer	21.8	22.7	22.8	23.7	9	74
37 Systems Analyst	27.2	32.3	37.9	32.2	10	23
38 Programmer/Analyst	27.3	29.2	30.2	27.7	12	53
39 Senior Programmer/Analyst	33.5	35.9	40.4	33.7	8	31
40 PC Specialist	21.8	25.4	27.0	27.9	5	11

Charlotte; NC

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.0	16.8	17.6	16.1	10	36
2 Senior Accounting Clerk	19.4	21.3	23.5	23.6	6	49
3 Accounts Payable Clerk	15.1	16.5	18.8	18.1	6	35
4 Accounts Receivable Clerk	16.2	18.8	20.8	21.6	5	128
5 Benefits Clerk	19.9	19.6	23.8	20.9	4	33
6 Clerk-Typist	10.9	13.0	14.3	13.8	3	10
7 Credit & Collection Clerk	15.2	18.5	21.7	21.6	2	124
8 Customer Service Representative	20.1	21.0	23.5	21.9	4	194
9 File Clerk	12.8	13.7	13.4	13.4	5	7
10 General Clerk	14.7	15.1	15.6	14.8	5	29
11 Mail Clerk	11.0	13.2	15.6	15.7	7	29
12 Payroll Clerk	20.0	21.7	22.2	21.1	5	18
13 Personnel Clerk	16.8	21.8	27.5	21.4	3	33
14 Purchasing Clerk	19.6	19.7	20.0	20.0	5	22
15 Shipping/Receiving Clerk	18.2	19.6	21.0	18.7	2	5
16 Switchboard Operator/Receptionist	16.8	17.5	17.9	17.8	10	14
SECRETARIAL POSITIONS						
17 Word Processing Operator	18.4	19.7	19.8	19.2	5	21
18 Secretary	18.2	19.9	20.9	20.7	10	106
19 Senior Secretary	19.9	22.6	24.2	24.6	10	199
20 Executive Secretary	25.8	27.2	27.4	28.1	11	60
PROFESSIONAL POSITIONS						
21 Buyer	30.4	31.0	42.4	35.9	4	16
22 Purchasing Agent	28.3	31.3	33.0	32.2	3	10
23 Accountant	22.0	26.2	29.5	28.6	5	19
24 Senior Accountant	32.5	32.6	35.5	35.0	4	47
25 Auditor	29.4	31.9	34.4	32.8	2	6
29 Benefits Specialist	20.5	26.7	31.0	22.6	3	14
30 Personnel Assistant	21.8	25.8	33.6	25.8	3	3
31 Training & Development Specialist	36.7	38.4	40.0	36.9	2	17
DATA PROCESSING POSITIONS						
32 Data Entry Operator	15.0	16.1	16.9	16.3	6	25
33 Senior Data Entry Operator	17.9	18.8	19.8	19.9	6	14
34 Computer Operator	18.3	18.9	20.9	19.1	8	17
35 Senior Computer Operator	21.8	22.1	22.8	22.6	5	20
36 Programmer	25.8	28.5	30.3	27.7	6	48
37 Systems Analyst	39.5	40.2	40.9	40.7	2	10
38 Programmer/Analyst	29.0	31.2	34.1	34.0	6	110
39 Senior Programmer/Analyst	37.5	38.5	41.0	39.8	4	78
40 PC Specialist	22.0	27.0	33.9	25.3	4	6

Chicago, IL Metropolitan Area

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.7	17.7	18.6	17.1	33	121
2 Senior Accounting Clerk	19.5	21.8	24.2	21.0	28	94
3 Accounts Payable Clerk	16.0	18.1	19.6	17.7	26	58
4 Accounts Receivable Clerk	16.8	18.8	20.5	18.3	21	40
5 Benefits Clerk	20.7	22.0	22.4	22.1	9	12
6 Clerk Typist	14.4	15.4	15.8	15.8	19	38
7 Credit & Collection Clerk	16.1	18.3	19.6	17.4	19	69
8 Customer Service Representative	16.9	18.5	20.7	18.8	25	228
9 File Clerk	12.4	14.3	16.7	13.4	24	101
10 General Clerk	13.3	15.4	17.4	14.4	22	261
11 Mail Clerk	13.5	15.2	16.1	10.5	36	701
12 Payroll Clerk	18.7	20.5	22.0	20.4	30	36
13 Personnel Clerk	18.0	20.5	24.7	21.0	19	27
14 Purchasing Clerk	18.5	19.5	21.3	19.7	16	23
15 Shipping/Receiving Clerk	14.7	17.4	19.5	18.4	16	50
16 Switchboard Operator/Receptionist	15.7	16.7	17.7	15.9	46	132
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.4	19.4	21.7	20.8	29	83
18 Secretary	17.9	19.5	20.7	19.2	38	428
19 Senior Secretary	20.6	22.2	22.9	22.2	38	367
20 Executive Secretary	25.5	27.0	28.4	26.9	42	245
PROFESSIONAL POSITIONS						
21 Buyer	22.3	29.5	34.1	28.2	13	58
22 Purchasing Agent	29.5	36.9	40.0	38.3	15	22
23 Accountant	23.1	26.6	30.0	25.7	31	70
24 Senior Accountant	29.0	33.7	37.4	31.9	19	49
25 Auditor	24.1	28.5	32.8	27.2	11	36
26 Senior Auditor	31.0	33.8	39.0	33.3	7	19
27 Collector	21.0	22.8	25.0	21.7	9	46
28 Compensation Analyst	30.2	37.3	45.1	36.8	6	8
29 Benefits Specialist	26.3	32.2	35.0	31.8	13	14
30 Personnel Assistant	20.6	25.5	29.5	25.2	10	12
31 Training & Development Specialist	27.0	35.7	37.5	35.5	14	18
DATA PROCESSING POSITIONS						
32 Data Entry Operator	15.5	17.0	18.5	17.1	31	112
33 Senior Data Entry Operator	17.8	20.6	22.4	18.7	17	48
34 Computer Operator	17.6	20.1	22.0	20.0	34	116
35 Senior Computer Operator	22.6	23.8	25.9	23.2	20	49
36 Programmer	26.2	29.9	32.7	28.9	25	81
37 Systems Analyst	37.9	41.4	45.0	41.4	16	48
38 Programmer/Analyst	30.4	33.7	36.8	35.7	27	149
39 Senior Programmer/Analyst	35.0	39.9	44.4	42.7	23	112
40 PC Specialist	25.4	31.7	35.0	37.6	25	69

Cincinnati, OH

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.9	16.7	19.0	18.3	23	142
2 Senior Accounting Clerk	20.1	23.6	26.8	24.8	17	69
3 Accounts Payable Clerk	14.8	17.4	20.5	20.6	12	19
4 Accounts Receivable Clerk	14.7	17.0	18.3	19.9	10	20
5 Benefits Clerk	20.1	23.9	27.8	27.1	2	10
6 Clerk Typist	14.1	15.0	15.4	15.9	17	126
7 Credit & Collection Clerk	16.5	20.3	27.1	22.8	12	30
8 Customer Service Representative	16.0	19.1	19.9	25.1	13	227
9 File Clerk	11.7	13.7	15.7	13.7	13	75
10 General Clerk	12.3	15.1	17.1	18.5	13	306
11 Mail Clerk	13.4	15.2	16.7	17.8	20	85
12 Payroll Clerk	18.0	20.8	23.6	23.3	12	39
13 Personnel Clerk	15.6	17.4	19.9	19.4	14	36
14 Purchasing Clerk	16.0	18.4	22.0	18.6	16	27
15 Shipping/Receiving Clerk	13.9	17.4	19.8	20.5	11	96
16 Switchboard Operator/Receptionist	13.6	15.6	17.5	14.5	26	74
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.8	17.5	18.6	17.8	17	79
18 Secretary	17.8	18.7	19.8	19.7	23	415
19 Senior Secretary	19.5	21.6	23.0	23.7	18	391
20 Executive Secretary	21.6	24.8	26.1	24.6	21	198
PROFESSIONAL POSITIONS						
21 Buyer	23.5	25.9	28.5	26.6	10	21
22 Purchasing Agent	28.7	31.7	35.6	31.7	6	11
23 Accountant	23.7	26.0	30.0	24.9	15	46
24 Senior Accountant	25.2	29.4	34.2	28.5	10	26
25 Auditor	21.0	25.7	29.0	26.0	3	4
26 Senior Auditor	31.0	35.8	40.5	32.9	2	5
27 Collector	17.8	21.9	27.9	20.8	3	7
29 Benefits Specialist	15.5	23.8	28.8	23.8	3	3
30 Personnel Assistant	20.5	24.4	27.6	26.6	12	14
31 Training & Development Specialist	18.8	24.2	28.8	25.3	6	8
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.0	15.8	16.9	16.1	15	57
33 Senior Data Entry Operator	16.2	18.9	23.5	18.3	4	26
34 Computer Operator	17.2	19.8	20.5	19.7	17	42
35 Senior Computer Operator	20.9	24.1	27.2	24.2	14	56
36 Programmer	23.5	26.8	33.1	25.8	11	106
37 Systems Analyst	30.0	35.6	43.2	42.1	6	50
38 Programmer/Analyst	24.2	27.7	30.4	28.8	14	67
39 Senior Programmer/Analyst	32.0	36.0	39.5	37.9	8	88
40 PC Specialist	13.0	15.1	17.2	15.1	2	2

Cleveland - Akron - Lorain, OH

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.5	17.9	19.1	19.4	10	57
2 Senior Accounting Clerk	19.3	20.6	21.8	23.4	8	16
3 Accounts Payable Clerk	15.4	16.1	20.0	15.5	4	7
4 Accounts Receivable Clerk	13.3	14.8	16.2	14.8	2	2
5 Benefits Clerk	16.7	17.8	18.8	17.8	2	2
6 Clerk Typist	15.6	16.7	20.8	16.4	4	39
7 Credit & Collection Clerk	16.6	20.5	20.7	26.2	6	14
8 Customer Service Representative	14.9	23.2	30.6	22.0	4	6
10 General Clerk	15.3	16.9	18.6	17.4	7	25
11 Mail Clerk	15.5	16.3	17.1	16.6	5	16
12 Payroll Clerk	17.2	19.4	20.8	20.3	8	14
13 Personnel Clerk	16.7	19.1	20.8	19.8	5	9
14 Purchasing Clerk	16.7	17.8	19.3	17.7	6	11
15 Shipping/Receiving Clerk	16.8	18.8	20.7	20.1	2	7
16 Switchboard Operator/Receptionist	15.0	17.1	18.1	17.0	11	16
SECRETARIAL POSITIONS						
17 Word Processing Operator	18.6	18.8	19.7	19.2	8	29
18 Secretary	17.3	18.7	20.9	19.5	8	103
19 Senior Secretary	20.4	20.9	23.1	23.4	9	86
20 Executive Secretary	24.2	26.3	27.9	26.0	10	50
PROFESSIONAL POSITIONS						
21 Buyer	25.0	30.2	42.4	37.5	4	10
22 Purchasing Agent	27.9	37.7	47.6	37.7	2	8
23 Accountant	24.8	32.2	41.7	32.1	3	19
24 Senior Accountant	31.3	36.8	47.4	43.1	3	11
25 Auditor	23.3	32.4	41.8	38.9	3	10
27 Collector	20.1	32.9	45.7	24.3	2	6
28 Compensation Analyst	24.9	30.2	37.2	30.2	3	3
30 Personnel Assistant	22.0	24.0	26.0	24.0	3	3
DATA PROCESSING POSITIONS						
32 Data Entry Operator	15.2	15.8	17.9	15.8	8	15
33 Senior Data Entry Operator	13.7	19.2	23.3	21.3	3	12
34 Computer Operator	18.8	22.6	26.8	24.9	9	29
35 Senior Computer Operator	22.6	25.1	27.8	24.1	7	12
36 Programmer	24.8	30.2	36.0	32.6	6	19
37 Systems Analyst	38.0	38.6	42.1	40.7	4	49
38 Programmer/Analyst	31.7	32.4	35.1	34.9	6	76
39 Senior Programmer/Analyst	32.1	38.1	46.3	34.8	8	30
40 PC Specialist	26.7	33.0	39.2	33.0	3	5

Columbia - Jefferson City - Mid-Missouri

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.3	15.2	17.1	13.9	12	106
2 Senior Accounting Clerk	16.4	18.9	19.7	17.4	10	113
3 Accounts Payable Clerk	12.0	16.4	17.8	16.0	6	108
4 Accounts Receivable Clerk	11.8	13.9	13.6	13.1	5	29
5 Benefits Clerk	13.4	16.9	25.2	16.9	4	4
6 Clerk Typist	12.0	13.8	14.8	13.2	11	120
7 Credit & Collection Clerk	12.0	15.1	16.8	14.6	5	20
8 Customer Service Representative	12.0	13.4	17.1	15.8	4	34
9 File Clerk	10.1	11.8	13.2	12.0	10	93
10 General Clerk	11.9	13.7	15.5	13.7	11	208
11 Mail Clerk	12.9	15.5	17.8	13.4	12	70
12 Payroll Clerk	13.9	16.5	19.7	16.0	8	95
13 Personnel Clerk	12.7	15.6	18.8	16.8	7	9
14 Purchasing Clerk	12.0	16.3	20.3	14.3	6	86
15 Shipping/Receiving Clerk	14.0	15.8	17.0	15.9	9	29
16 Switchboard Operator/Receptionist	12.2	14.1	16.1	13.1	12	68
SECRETARIAL POSITIONS						
17 Word Processing Operator	12.5	14.4	15.8	14.5	11	597
18 Secretary	14.1	15.7	17.2	15.2	12	737
19 Senior Secretary	16.8	19.3	21.2	17.6	15	610
20 Executive Secretary	19.2	23.3	26.6	19.9	14	270
PROFESSIONAL POSITIONS						
21 Buyer	18.2	21.6	27.3	21.5	7	21
22 Purchasing Agent	19.3	24.9	30.2	25.7	7	16
23 Accountant	20.6	22.9	25.2	21.8	10	54
24 Senior Accountant	23.9	27.2	31.2	26.2	8	21
25 Auditor	25.4	26.1	29.4	27.1	4	20
26 Senior Auditor	21.4	29.4	37.4	33.4	2	8
27 Collector	17.6	23.0	27.6	21.7	3	4
28 Compensation Analyst	23.8	26.5	28.3	30.4	5	19
29 Benefits Specialist	21.1	23.6	25.6	23.6	3	3
30 Personnel Assistant	18.0	20.9	25.5	24.1	5	29
31 Training & Development Specialist	26.3	29.9	33.1	33.1	7	29
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.0	13.6	15.3	13.9	9	85
33 Senior Data Entry Operator	16.0	15.8	17.3	16.8	8	111
34 Computer Operator	16.1	19.2	22.1	19.8	11	47
35 Senior Computer Operator	17.5	21.4	25.5	22.8	6	24
36 Programmer	19.8	25.8	29.0	24.9	9	26
37 Systems Analyst	28.4	29.8	31.1	31.3	9	28
38 Programmer/Analyst	21.5	25.1	27.0	27.0	11	132
39 Senior Programmer/Analyst	29.0	30.6	35.2	30.4	8	104
40 PC Specialist	23.1	25.3	26.4	25.3	6	14

Columbus, OH

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.9	15.0	16.1	14.9	4	12
2 Senior Accounting Clerk	16.5	17.1	17.8	17.7	2	26
3 Accounts Payable Clerk	17.0	17.2	17.3	17.1	3	5
4 Accounts Receivable Clerk	16.6	18.8	20.9	19.4	2	3
5 Benefits Clerk	12.5	16.3	18.7	14.1	3	7
8 Customer Service Representative	18.3	18.5	18.7	18.6	2	121
9 File Clerk	11.5	12.3	14.2	12.5	4	26
10 General Clerk	12.5	14.2	15.8	15.5	2	46
11 Mail Clerk	11.4	12.7	13.8	13.6	5	36
12 Payroll Clerk	17.2	17.9	18.6	18.7	5	11
14 Purchasing Clerk	17.6	18.7	19.8	19.0	2	3
16 Switchboard Operator/Receptionist	15.8	15.5	16.1	16.0	5	13
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.8	16.8	17.5	17.3	5	62
18 Secretary	17.8	18.7	21.3	17.8	4	209
19 Senior Secretary	20.9	21.8	23.8	20.9	4	154
20 Executive Secretary	25.2	29.4	30.0	22.6	5	79
PROFESSIONAL POSITIONS						
23 Accountant	25.0	25.9	27.9	26.2	5	35
24 Senior Accountant	30.6	35.5	40.0	35.8	3	19
25 Auditor	25.7	26.3	26.9	26.3	2	14
26 Senior Auditor	37.7	39.1	40.5	39.8	2	12
28 Compensation Analyst	30.0	32.6	35.2	34.3	2	6
31 Training & Development Specialist	37.5	40.2	42.9	40.2	2	2
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.5	14.0	14.4	14.2	5	76
33 Senior Data Entry Operator	17.9	20.7	25.8	18.6	3	14
34 Computer Operator	17.9	18.9	23.6	22.0	4	23
35 Senior Computer Operator	25.1	25.3	27.2	25.9	4	17
36 Programmer	22.6	24.8	26.9	26.8	2	83
37 Systems Analyst	34.9	35.2	35.4	35.0	2	25
38 Programmer/Analyst	27.6	29.8	35.1	34.0	4	192
39 Senior Programmer/Analyst	38.4	38.6	43.2	38.4	4	48
40 PC Specialist	25.7	29.6	35.1	32.0	3	10

Dallas - Fort Worth, TX

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.3	17.8	19.8	17.5	34	186
2 Senior Accounting Clerk	17.8	20.6	22.4	19.6	29	191
3 Accounts Payable Clerk	17.4	19.2	21.0	17.9	18	31
4 Accounts Receivable Clerk	17.4	18.8	20.0	17.0	14	31
5 Benefits Clerk	18.0	19.7	26.5	18.9	8	11
6 Clerk Typist	12.7	14.2	16.0	13.6	18	150
7 Credit & Collection Clerk	16.3	18.4	19.2	18.9	17	110
8 Customer Service Representative	17.1	19.4	21.6	19.8	23	263
9 File Clerk	12.2	13.4	14.1	12.3	22	163
10 General Clerk	13.5	15.2	15.8	15.8	22	294
11 Mail Clerk	12.5	14.1	15.8	13.3	31	113
12 Payroll Clerk	16.3	19.7	21.9	19.2	23	46
13 Personnel Clerk	14.6	17.3	20.0	18.6	18	37
14 Purchasing Clerk	16.7	18.6	21.7	19.1	16	29
15 Shipping/Receiving Clerk	14.0	15.6	17.4	14.5	16	62
16 Switchboard Operator/Receptionist	15.1	16.6	18.8	16.2	33	75
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.3	17.8	19.5	16.5	26	228
18 Secretary	17.9	19.3	21.7	19.1	33	304
19 Senior Secretary	20.0	21.8	23.8	21.1	32	330
20 Executive Secretary	24.0	26.4	29.3	27.1	33	292
PROFESSIONAL POSITIONS						
21 Buyer	17.4	24.3	31.2	26.2	7	17
22 Purchasing Agent	24.4	35.1	49.4	29.6	8	14
23 Accountant	24.0	27.9	31.5	28.0	20	59
24 Senior Accountant	30.8	34.4	36.0	34.2	10	36
25 Auditor	25.5	28.8	32.8	26.7	13	37
26 Senior Auditor	30.1	32.8	35.6	31.9	10	27
27 Collector	22.8	23.3	28.0	23.0	5	16
28 Compensation Analyst	27.8	32.1	37.7	32.1	9	9
29 Benefits Specialist	21.9	29.6	31.4	28.6	13	15
30 Personnel Assistant	26.0	26.8	30.0	27.1	9	15
31 Training & Development Specialist	28.4	32.8	41.0	31.3	8	12
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.4	16.5	18.9	14.6	26	263
33 Senior Data Entry Operator	16.9	19.9	21.9	18.3	18	70
34 Computer Operator	17.2	19.6	21.6	19.8	27	103
35 Senior Computer Operator	20.8	23.2	25.2	22.5	22	86
36 Programmer	23.1	25.9	28.8	27.3	14	65
37 Systems Analyst	32.3	35.6	38.4	36.4	10	52
38 Programmer/Analyst	28.2	31.5	34.1	32.3	21	150
39 Senior Programmer/Analyst	37.7	40.4	41.4	40.8	21	161
40 PC Specialist	26.0	29.8	35.1	29.2	14	22

Dayton, OH

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.8	16.1	17.5	16.8	24	84
2 Senior Accounting Clerk	16.0	19.4	21.6	21.1	23	96
3 Accounts Payable Clerk	13.6	15.8	16.3	16.0	17	42
4 Accounts Receivable Clerk	15.5	17.4	18.8	17.5	9	29
5 Benefits Clerk	15.4	18.2	21.4	18.7	9	14
6 Clerk Typist	12.1	15.7	19.6	18.1	7	75
7 Credit & Collection Clerk	14.1	15.9	17.5	16.2	10	18
8 Customer Service Representative	13.8	16.4	18.4	15.6	21	207
9 File Clerk	10.4	11.4	11.6	11.8	9	19
10 General Clerk	12.9	16.0	19.5	17.0	12	81
11 Mail Clerk	10.5	13.7	17.2	13.9	20	36
12 Payroll Clerk	14.5	17.9	21.7	18.4	19	49
13 Personnel Clerk	15.1	18.3	22.3	17.8	12	20
14 Purchasing Clerk	14.1	16.9	18.7	15.9	19	35
15 Shipping/Receiving Clerk	15.9	17.1	21.1	18.1	16	54
16 Switchboard Operator/Receptionist	12.2	14.4	16.3	14.0	30	48
SECRETARIAL POSITIONS						
17 Word Processing Operator	13.8	17.0	19.0	18.9	15	97
18 Secretary	14.5	17.0	18.2	17.3	22	190
19 Senior Secretary	18.0	20.4	22.2	20.4	17	116
20 Executive Secretary	20.6	23.3	25.1	23.2	23	32
PROFESSIONAL POSITIONS						
21 Buyer	22.8	25.7	29.7	26.6	15	38
22 Purchasing Agent	32.0	34.3	38.5	37.0	13	30
23 Accountant	23.8	24.7	27.4	25.8	16	70
24 Senior Accountant	29.4	34.0	34.1	34.0	14	44
25 Auditor	26.0	30.1	32.6	29.4	10	23
26 Senior Auditor	35.0	38.1	42.0	36.3	9	13
27 Collector	18.7	26.5	34.6	18.9	9	91
28 Compensation Analyst	35.9	38.2	42.2	38.3	4	6
29 Benefits Specialist	26.5	30.8	34.0	30.3	9	16
30 Personnel Assistant	17.1	24.3	29.4	25.7	11	19
31 Training & Development Specialist	24.0	28.3	35.6	30.6	7	12
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.0	16.2	18.2	15.7	11	58
33 Senior Data Entry Operator	15.9	17.8	18.7	20.0	10	47
34 Computer Operator	14.6	19.6	22.3	18.8	15	60
35 Senior Computer Operator	18.9	22.5	26.0	22.3	10	28
36 Programmer	23.0	26.1	28.3	26.3	11	54
37 Systems Analyst	29.6	35.6	38.6	32.1	6	64
38 Programmer/Analyst	27.4	31.5	33.5	30.1	13	62
39 Senior Programmer/Analyst	32.8	37.2	42.0	37.6	11	92
40 PC Specialist	24.2	30.4	40.0	42.8	11	32

Denver, CO

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.5	18.0	17.5	17.2	9	29
2 Senior Accounting Clerk	19.0	22.7	28.2	20.7	8	35
6 Clerk Typist	13.5	14.8	17.5	14.7	4	11
7 Credit & Collection Clerk	16.9	17.4	17.6	17.4	3	7
8 Customer Service Representative	13.6	14.5	15.3	14.4	2	10
9 File Clerk	12.5	13.8	15.0	13.0	6	22
10 General Clerk	14.6	14.9	17.4	14.9	4	26
11 Mail Clerk	13.2	14.5	16.4	13.5	8	18
12 Payroll Clerk	18.0	19.6	20.2	17.9	7	22
13 Personnel Clerk	17.5	18.0	18.5	18.0	2	2
16 Switchboard Operator/Receptionist	14.1	15.8	17.3	15.4	11	31
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.2	18.8	21.8	19.3	11	27
18 Secretary	17.3	17.8	18.1	17.6	10	51
19 Senior Secretary	20.1	21.1	21.6	21.2	9	77
20 Executive Secretary	23.3	25.1	28.0	24.1	13	49
PROFESSIONAL POSITIONS						
21 Buyer	18.9	23.2	27.5	24.6	2	3
22 Purchasing Agent	23.0	28.5	41.7	34.1	4	7
23 Accountant	22.3	22.3	23.7	22.6	4	21
24 Senior Accountant	25.5	26.9	28.2	26.4	2	3
25 Auditor	24.3	25.1	26.0	25.1	2	2
26 Senior Auditor	28.6	29.7	30.7	29.6	2	2
28 Compensation Analyst	28.2	30.1	32.0	30.1	2	2
30 Personnel Assistant	24.9	26.8	28.7	26.8	2	2
DATA PROCESSING POSITIONS						
32 Data Entry Operator	15.5	15.6	15.8	15.2	4	23
33 Senior Data Entry Operator	18.0	19.7	22.3	18.3	3	17
34 Computer Operator	17.9	19.5	21.3	19.5	4	10
36 Programmer	24.2	26.6	33.5	29.9	4	16
39 Senior Programmer/Analyst	32.5	39.7	47.1	36.1	3	10

Des Moines, IA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.9	15.4	17.0	15.5	43	266
2 Senior Accounting Clerk	16.7	19.1	20.8	17.9	38	194
3 Accounts Payable Clerk	13.9	16.3	18.0	14.5	24	128
4 Accounts Receivable Clerk	14.0	16.8	20.0	15.7	21	80
5 Benefits Clerk	15.5	17.8	20.8	17.2	13	21
6 Clerk Typist	12.0	14.0	14.9	13.6	20	131
7 Credit & Collection Clerk	15.5	18.5	21.1	16.0	8	35
8 Customer Service Representative	15.3	17.6	19.6	16.8	34	563
9 File Clerk	10.4	11.8	12.3	10.9	19	222
10 General Clerk	12.2	13.3	14.5	12.8	31	894
11 Mail Clerk	11.6	13.2	14.3	13.0	38	148
12 Payroll Clerk	15.0	17.7	19.8	17.2	29	63
13 Personnel Clerk	14.3	16.9	19.8	16.4	27	47
14 Purchasing Clerk	14.3	16.8	18.3	15.8	21	47
15 Shipping/Receiving Clerk	12.3	14.1	16.4	13.6	24	79
16 Switchboard Operator/Receptionist	12.8	14.7	16.3	14.8	56	151
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.2	15.6	16.8	15.6	33	117
18 Secretary	15.0	17.0	18.9	17.1	48	636
19 Senior Secretary	17.4	19.9	21.1	19.4	36	420
20 Executive Secretary	20.6	22.8	24.2	23.5	42	169
PROFESSIONAL POSITIONS						
21 Buyer	21.5	26.3	29.6	22.1	17	83
22 Purchasing Agent	21.5	31.5	35.6	32.9	18	72
23 Accountant	22.9	27.0	31.0	25.8	35	88
24 Senior Accountant	24.2	29.8	34.6	32.3	27	55
25 Auditor	22.5	27.3	32.2	26.9	19	31
26 Senior Auditor	32.0	33.2	35.2	33.1	10	17
27 Collector	15.5	19.0	20.7	15.6	7	49
28 Compensation Analyst	26.0	30.2	31.8	30.8	11	15
29 Benefits Specialist	25.2	27.5	31.2	27.3	14	20
30 Personnel Assistant	19.6	24.6	29.6	25.3	21	25
31 Training & Development Specialist	22.0	30.5	36.0	26.6	21	39
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.0	15.0	16.3	13.6	39	233
33 Senior Data Entry Operator	14.8	18.3	21.9	14.7	19	144
34 Computer Operator	15.4	17.6	19.8	17.9	35	103
35 Senior Computer Operator	19.3	21.9	23.6	22.6	32	88
36 Programmer	22.5	24.2	24.9	24.0	29	140
37 Systems Analyst	29.4	33.1	38.1	35.9	25	115
38 Programmer/Analyst	25.0	28.2	30.6	29.1	35	309
39 Senior Programmer/Analyst	30.0	33.9	39.4	33.6	32	250
40 PC Specialist	24.4	27.8	31.4	26.6	19	30

Detroit - Southeastern Michigan

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.3	17.3	19.3	16.2	12	65
2 Senior Accounting Clerk	17.3	19.8	20.7	17.2	6	47
3 Accounts Payable Clerk	17.3	19.1	21.0	17.9	2	12
4 Accounts Receivable Clerk	17.1	18.3	21.0	17.8	4	13
6 Clerk Typist	14.3	14.5	15.2	14.7	9	30
7 Credit & Collection Clerk	15.3	16.9	18.0	18.5	7	109
8 Customer Service Representative	16.8	18.5	19.9	16.3	5	44
9 File Clerk	13.2	14.2	16.2	13.9	8	48
10 General Clerk	15.1	16.4	17.8	17.2	5	257
11 Mail Clerk	11.5	14.3	16.5	15.4	11	49
12 Payroll Clerk	17.9	19.2	19.3	18.9	10	60
13 Personnel Clerk	18.0	20.5	25.8	19.3	10	38
14 Purchasing Clerk	15.3	17.4	18.0	18.0	9	34
15 Shipping/Receiving Clerk	14.7	15.5	18.0	15.6	8	58
16 Switchboard Operator/Receptionist	14.8	16.5	18.0	16.1	14	38
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.4	17.9	20.7	18.8	8	26
18 Secretary	16.4	18.5	20.2	19.8	15	196
19 Senior Secretary	21.2	21.8	24.6	22.8	12	120
20 Executive Secretary	22.2	26.5	31.1	27.9	10	64
PROFESSIONAL POSITIONS						
21 Buyer	22.0	27.1	30.2	27.6	11	16
22 Purchasing Agent	28.0	33.6	42.0	33.8	12	26
23 Accountant	22.0	25.7	29.0	26.2	21	46
24 Senior Accountant	31.9	33.4	35.0	34.0	2	3
25 Auditor	27.3	28.9	33.9	29.4	8	18
26 Senior Auditor	35.0	37.7	40.5	38.5	5	7
27 Collector	18.5	24.4	25.6	21.7	5	13
28 Compensation Analyst	24.3	26.6	28.9	26.6	2	2
29 Benefits Specialist	24.9	27.7	31.8	27.7	7	7
30 Personnel Assistant	22.4	25.6	29.6	26.1	7	8
31 Training & Development Specialist	21.0	33.4	44.9	33.4	7	7
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.9	15.5	17.7	15.8	8	65
33 Senior Data Entry Operator	17.4	19.7	23.6	18.8	4	38
34 Computer Operator	18.2	19.1	22.9	19.5	6	34
35 Senior Computer Operator	19.3	22.7	26.8	23.9	6	22
36 Programmer	29.0	32.1	33.1	29.4	5	29
37 Systems Analyst	44.7	46.6	50.7	46.6	4	24
38 Programmer/Analyst	29.6	31.0	35.0	30.9	6	45
39 Senior Programmer/Analyst	38.2	41.4	43.2	40.2	5	24

Fort Wayne, IN

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.1	15.9	16.6	17.7	20	200
2 Senior Accounting Clerk	16.3	18.5	20.0	20.4	19	202
3 Accounts Payable Clerk	14.7	17.3	19.1	17.3	18	30
4 Accounts Receivable Clerk	16.0	17.6	21.6	16.6	12	63
5 Benefits Clerk	17.8	19.3	19.8	17.6	13	38
6 Clerk Typist	13.2	15.3	16.5	14.6	11	40
7 Credit & Collection Clerk	16.5	17.7	19.0	15.3	12	61
8 Customer Service Representative	16.0	19.7	20.8	18.8	14	154
9 File Clerk	11.8	14.1	17.6	14.2	12	37
10 General Clerk	14.2	16.5	19.3	18.2	14	238
11 Mail Clerk	11.6	14.0	16.6	14.8	15	47
12 Payroll Clerk	16.0	19.9	23.4	17.8	17	53
13 Personnel Clerk	16.0	17.7	19.0	17.2	17	44
14 Purchasing Clerk	14.9	16.1	18.2	16.7	11	64
15 Shipping/Receiving Clerk	14.9	18.0	21.9	17.4	15	73
16 Switchboard Operator/Receptionist	14.1	15.9	18.4	15.3	28	77
SECRETARIAL POSITIONS						
17 Word Processing Operator	13.5	17.0	19.4	17.5	13	38
18 Secretary	15.2	17.5	18.7	18.5	20	271
19 Senior Secretary	17.7	20.6	22.2	19.3	25	218
20 Executive Secretary	21.7	24.4	27.1	23.7	24	116
PROFESSIONAL POSITIONS						
21 Buyer	24.5	28.7	32.4	26.8	13	46
22 Purchasing Agent	27.5	32.6	40.6	35.4	12	21
23 Accountant	22.1	25.3	29.0	25.7	18	68
24 Senior Accountant	29.0	32.4	34.6	33.3	13	46
25 Auditor	28.2	28.5	32.5	28.9	5	11
26 Senior Auditor	31.7	32.0	35.5	31.9	4	5
27 Collector	15.1	19.5	25.8	18.4	3	7
28 Compensation Analyst	23.4	33.6	42.2	33.7	3	3
29 Benefits Specialist	24.3	28.5	34.9	28.4	8	10
30 Personnel Assistant	19.5	25.0	28.8	25.4	7	9
31 Training & Development Specialist	28.1	35.2	42.3	39.0	7	15
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.4	16.4	17.4	16.0	13	66
33 Senior Data Entry Operator	16.9	19.7	23.0	17.9	8	40
34 Computer Operator	16.4	20.3	24.6	21.3	22	82
35 Senior Computer Operator	18.0	22.1	24.5	22.0	13	29
36 Programmer	24.5	27.2	30.0	27.4	13	40
37 Systems Analyst	34.1	35.7	39.0	36.9	7	31
38 Programmer/Analyst	26.1	28.9	32.3	29.9	15	94
39 Senior Programmer/Analyst	32.6	36.3	40.4	36.3	15	64
40 PC Specialist	23.0	26.6	29.1	27.0	9	13

Grand Rapids - Western Michigan

	Min	Avg	Max	W/Avg	Cos	Emple
CLERICAL POSITIONS						
1 Accounting Clerk	13.6	16.6	18.9	16.5	21	62
2 Senior Accounting Clerk	16.4	18.8	20.8	19.7	21	79
3 Accounts Payable Clerk	13.5	16.0	17.6	17.5	22	115
4 Accounts Receivable Clerk	14.6	16.5	18.6	16.2	16	78
5 Benefits Clerk	15.4	17.7	19.5	18.2	10	20
6 Clerk Typist	12.5	14.6	17.3	14.7	12	33
7 Credit & Collection Clerk	14.8	17.4	20.6	16.9	11	26
8 Customer Service Representative	16.6	18.9	21.5	19.9	17	177
9 File Clerk	10.8	13.1	14.2	12.2	17	48
10 General Clerk	14.1	15.6	17.3	16.0	14	196
11 Mail Clerk	11.8	13.8	14.8	13.9	13	61
12 Payroll Clerk	14.9	17.6	19.9	18.2	18	55
13 Personnel Clerk	14.9	17.4	18.5	16.9	9	13
14 Purchasing Clerk	15.5	17.2	18.7	18.2	16	36
15 Shipping/Receiving Clerk	14.3	16.3	19.2	16.6	15	52
16 Switchboard Operator/Receptionist	12.5	14.9	17.2	15.4	29	48
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.6	16.2	19.2	15.9	16	60
18 Secretary	15.3	17.7	19.6	17.5	28	223
19 Senior Secretary	17.2	19.8	21.6	20.4	24	274
20 Executive Secretary	21.9	24.1	25.5	23.9	25	125
PROFESSIONAL POSITIONS						
21 Buyer	20.0	25.5	31.5	28.8	20	75
22 Purchasing Agent	30.3	35.0	39.9	36.5	13	19
23 Accountant	21.8	26.6	30.2	27.1	21	64
24 Senior Accountant	25.0	31.8	37.0	33.4	17	36
25 Auditor	20.6	25.4	27.6	26.9	12	66
26 Senior Auditor	27.2	32.6	33.8	32.4	10	31
27 Collector	18.0	19.4	20.7	18.6	6	27
28 Compensation Analyst	25.9	26.6	30.0	26.5	4	5
29 Benefits Specialist	29.8	34.2	43.9	33.7	8	9
30 Personnel Assistant	19.5	22.7	27.5	20.8	12	22
31 Training & Development Specialist	19.6	28.1	33.0	28.3	10	12
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.0	15.3	17.3	15.5	15	41
33 Senior Data Entry Operator	18.6	18.9	20.5	18.9	9	14
34 Computer Operator	17.2	20.2	23.2	21.4	17	57
35 Senior Computer Operator	19.6	21.8	24.6	22.7	11	23
36 Programmer	21.2	25.0	26.0	24.1	11	64
37 Systems Analyst	30.5	35.5	40.3	33.6	9	23
38 Programmer/Analyst	27.0	30.7	33.1	30.9	17	110
39 Senior Programmer/Analyst	25.9	31.6	37.0	33.3	11	92
40 PC Specialist	22.3	25.3	28.2	25.1	9	11

Greensboro - High Point - Winston-Salem, NC

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.4	16.6	18.3	16.1	10	38
2 Senior Accounting Clerk	18.1	20.6	22.2	19.7	11	49
3 Accounts Payable Clerk	15.0	17.0	18.6	17.1	5	21
4 Accounts Receivable Clerk	14.8	16.2	16.6	15.3	5	9
5 Benefits Clerk	18.1	18.3	19.4	18.7	4	6
6 Clerk Typist	13.7	14.6	16.8	16.2	7	128
7 Credit & Collection Clerk	16.6	17.2	17.4	17.0	6	37
8 Customer Service Representative	16.6	17.5	18.7	18.0	8	71
9 File Clerk	12.6	13.0	13.6	12.8	6	36
10 General Clerk	13.6	14.4	15.5	14.4	9	65
11 Mail Clerk	13.0	14.8	15.2	13.9	9	34
12 Payroll Clerk	17.8	19.4	21.3	18.9	8	16
13 Personnel Clerk	15.5	17.4	19.7	17.5	6	16
14 Purchasing Clerk	16.7	17.8	19.6	17.7	8	21
15 Shipping/Receiving Clerk	14.9	15.2	15.3	15.1	5	15
16 Switchboard Operator/Receptionist	15.2	16.2	17.9	16.8	11	52
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.0	17.2	16.7	16.6	6	19
18 Secretary	15.8	16.8	17.3	16.6	12	272
19 Senior Secretary	17.7	19.0	20.9	18.6	12	303
20 Executive Secretary	20.0	22.9	24.8	22.1	15	179
PROFESSIONAL POSITIONS						
21 Buyer	20.6	29.9	56.3	38.6	4	8
22 Purchasing Agent	23.0	26.7	30.2	28.4	3	6
23 Accountant	25.4	27.4	29.3	27.7	8	25
24 Senior Accountant	36.1	37.2	43.5	35.2	4	10
25 Auditor	26.3	28.3	29.8	28.4	3	4
27 Collector	20.0	24.3	27.4	22.6	3	7
28 Compensation Analyst	28.6	29.0	31.6	28.9	4	4
29 Benefits Specialist	23.3	28.1	31.6	26.4	5	7
30 Personnel Assistant	18.2	23.8	34.9	20.1	3	9
31 Training & Development Specialist	30.3	30.5	30.8	30.6	2	3
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.8	15.6	17.8	16.6	10	49
33 Senior Data Entry Operator	15.7	17.1	18.1	16.6	9	34
34 Computer Operator	17.1	20.6	24.6	21.8	9	31
35 Senior Computer Operator	20.4	22.7	25.8	22.4	8	31
36 Programmer	21.5	25.1	28.5	26.0	7	25
37 Systems Analyst	35.5	39.0	45.2	39.7	8	31
38 Programmer/Analyst	26.6	30.5	33.4	32.1	10	57
39 Senior Programmer/Analyst	34.5	36.7	44.6	38.6	8	41
40 PC Specialist	27.5	29.3	37.6	28.8	4	6

Greenville - Spartanburg, SC

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.6	16.3	17.5	14.5	5	28
2 Senior Accounting Clerk	19.6	23.9	28.3	21.3	2	5
3 Accounts Payable Clerk	16.9	17.5	23.0	17.5	4	4
4 Accounts Receivable Clerk	16.9	19.9	23.0	19.0	2	3
6 Clerk Typist	12.0	15.3	19.0	15.3	3	3
8 Customer Service Representative	16.0	18.5	18.1	16.9	5	22
9 File Clerk	9.9	14.3	19.0	11.5	3	8
10 General Clerk	13.5	14.3	14.8	14.0	3	5
11 Mail Clerk	9.9	14.4	20.6	11.5	3	10
12 Payroll Clerk	17.1	19.8	23.0	19.4	5	6
13 Personnel Clerk	14.1	18.9	23.0	19.0	6	6
14 Purchasing Clerk	16.0	16.1	16.5	16.1	4	4
16 Switchboard Operator/Receptionist	14.4	16.1	18.5	16.6	7	11
SECRETARIAL POSITIONS						
17 Word Processing Operator	13.0	15.6	18.3	15.7	2	8
18 Secretary	14.5	17.4	19.8	19.1	5	41
19 Senior Secretary	16.0	22.2	27.5	18.4	3	17
20 Executive Secretary	19.6	23.8	27.6	21.4	8	37
PROFESSIONAL POSITIONS						
22 Purchasing Agent	33.0	33.2	33.5	33.2	2	2
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.4	20.4	32.6	16.2	3	9
33 Senior Data Entry Operator	18.3	19.4	20.5	19.0	2	3
34 Computer Operator	16.8	19.6	22.7	20.0	5	8
35 Senior Computer Operator	19.9	24.9	40.7	24.2	4	5
36 Programmer	17.1	18.5	19.9	18.5	2	2
37 Systems Analyst	37.9	38.8	39.7	38.2	2	28
38 Programmer/Analyst	25.3	27.9	30.6	27.7	2	20
39 Senior Programmer/Analyst	29.0	37.9	54.9	31.6	3	13

Harrisburg - Lancaster - York - Central Pennsylvania

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.0	15.6	16.8	17.5	70	479
2 Senior Accounting Clerk	17.0	19.5	22.1	21.6	49	230
3 Accounts Payable Clerk	14.6	16.5	18.2	17.0	51	208
4 Accounts Receivable Clerk	14.1	16.4	18.1	17.0	36	132
5 Benefits Clerk	14.7	17.8	20.4	17.1	27	114
6 Clerk Typist	12.5	13.6	14.9	16.8	35	1477
7 Credit & Collection Clerk	13.9	16.4	19.3	17.4	29	94
8 Customer Service Representative	15.7	17.9	20.4	18.4	48	649
9 File Clerk	11.4	12.8	14.0	13.4	38	468
10 General Clerk	12.7	14.1	15.9	16.5	52	1560
11 Mail Clerk	12.4	13.8	15.0	13.6	51	215
12 Payroll Clerk	15.5	17.2	18.9	18.7	55	183
13 Personnel Clerk	14.4	17.3	18.8	18.4	29	78
14 Purchasing Clerk	14.0	16.5	18.5	16.4	42	71
15 Shipping/Receiving Clerk	14.0	16.6	17.8	18.1	38	134
16 Switchboard Operator/Receptionist	13.5	14.9	15.9	15.2	98	190
SECRETARIAL POSITIONS						
17 Word Processing Operator	13.8	16.1	17.7	16.9	38	342
18 Secretary	15.1	16.9	18.6	17.8	83	887
19 Senior Secretary	17.8	19.5	20.6	21.0	74	872
20 Executive Secretary	19.6	22.6	25.5	23.6	85	320
PROFESSIONAL POSITIONS						
21 Buyer	20.4	25.2	29.1	26.7	32	93
22 Purchasing Agent	28.2	33.5	40.0	36.2	27	69
23 Accountant	22.2	24.9	27.4	27.2	53	225
24 Senior Accountant	27.3	34.1	40.0	33.9	34	151
25 Auditor	23.7	27.0	32.2	27.7	25	66
26 Senior Auditor	30.0	36.4	42.8	36.4	13	28
27 Collector	16.2	20.9	26.0	18.5	12	40
28 Compensation Analyst	20.0	25.1	28.0	30.6	15	40
29 Benefits Specialist	21.4	26.8	33.2	29.4	23	38
30 Personnel Assistant	20.1	24.0	25.2	24.6	33	106
31 Training & Development Specialist	25.4	30.6	35.5	31.4	24	52
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.7	14.7	15.6	16.3	57	334
33 Senior Data Entry Operator	16.4	17.8	19.6	16.5	23	59
34 Computer Operator	16.1	17.9	19.5	18.3	45	181
35 Senior Computer Operator	19.8	21.4	23.0	23.5	37	250
36 Programmer	21.5	25.7	27.8	25.7	33	171
37 Systems Analyst	32.0	35.6	42.2	36.2	19	72
38 Programmer/Analyst	29.3	31.2	33.0	29.8	35	321
39 Senior Programmer/Analyst	32.1	35.3	38.5	34.4	31	260
40 PC Specialist	22.0	28.5	34.4	27.6	23	44

Hartford, CT

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.5	21.1	25.8	18.3	2	10
2 Senior Accounting Clerk	17.8	20.3	24.1	19.2	3	11
5 Benefits Clerk	19.9	22.3	24.7	22.3	2	2
7 Credit & Collection Clerk	20.7	24.2	27.7	26.1	2	9
8 Customer Service Representative	18.5	24.9	31.2	22.5	2	66
11 Mail Clerk	14.0	18.7	26.8	18.4	3	7
16 Switchboard Operator/Receptionist	18.8	21.3	29.0	21.3	4	4
SECRETARIAL POSITIONS						
18 Secretary	18.0	19.8	22.1	21.3	4	16
19 Senior Secretary	20.3	22.3	25.1	22.6	3	20
20 Executive Secretary	24.3	25.8	30.5	25.5	4	18
PROFESSIONAL POSITIONS						
21 Buyer	20.6	25.6	30.6	25.6	2	2
22 Purchasing Agent	28.2	36.2	44.2	36.2	2	2
23 Accountant	24.8	25.7	27.4	26.0	4	5
24 Senior Accountant	28.8	31.5	34.2	31.5	2	2
26 Senior Auditor	35.7	40.8	45.9	40.8	2	2
28 Compensation Analyst	31.0	34.0	37.0	34.0	2	2
29 Benefits Specialist	31.0	35.1	39.3	35.1	2	2
30 Personnel Assistant	20.2	28.4	40.5	25.0	3	6
31 Training & Development Specialist	38.4	41.6	47.5	41.6	3	3
DATA PROCESSING POSITIONS						
34 Computer Operator	18.2	23.6	31.6	24.6	3	10
35 Senior Computer Operator	19.5	20.9	22.4	21.4	2	3
38 Programmer/Analyst	29.6	33.3	37.0	32.3	2	11
39 Senior Programmer/Analyst	33.9	42.3	47.9	39.5	3	7
40 PC Specialist	26.5	30.2	36.0	31.6	3	4

Houston, TX Metropolitan Area

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.4	18.3	20.2	17.3	15	93
2 Senior Accounting Clerk	20.1	21.9	23.9	21.2	16	44
5 Benefits Clerk	20.4	20.9	21.8	20.9	3	3
6 Clerk Typist	10.9	11.9	12.7	12.5	5	15
7 Credit & Collection Clerk	17.7	17.9	18.2	18.1	3	9
8 Customer Service Representative	16.5	16.8	18.2	16.9	4	50
9 File Clerk	10.8	12.9	14.6	12.9	5	32
10 General Clerk	13.3	14.2	14.6	13.5	13	345
11 Mail Clerk	12.3	12.8	13.7	12.3	13	36
12 Payroll Clerk	16.8	18.8	18.5	18.2	10	25
13 Personnel Clerk	15.0	16.6	18.4	16.1	6	21
14 Purchasing Clerk	15.8	18.1	19.0	19.8	9	24
15 Shipping/Receiving Clerk	12.2	12.8	13.7	12.2	8	26
16 Switchboard Operator/Receptionist	14.3	16.2	17.4	16.5	17	37
SECRETARIAL POSITIONS						
17 Word Processing Operator	18.0	21.8	25.0	20.9	9	32
18 Secretary	17.2	18.9	20.2	17.4	15	338
19 Senior Secretary	19.4	22.8	23.0	20.3	15	310
20 Executive Secretary	24.6	28.2	31.2	26.1	19	208
PROFESSIONAL POSITIONS						
23 Accountant	23.2	27.2	31.8	25.9	3	7
24 Senior Accountant	28.5	30.7	35.0	29.3	3	9
28 Compensation Analyst	24.2	25.9	27.5	25.9	2	2
29 Benefits Specialist	26.2	26.9	27.5	26.6	2	3
30 Personnel Assistant	22.3	25.1	28.0	24.2	2	3
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.5	14.8	16.1	14.2	11	33
33 Senior Data Entry Operator	18.1	20.4	26.0	19.5	8	17
34 Computer Operator	15.7	18.0	20.1	17.5	11	50
35 Senior Computer Operator	21.5	22.7	24.0	22.8	9	25
36 Programmer	28.0	29.0	30.0	28.4	5	12
37 Systems Analyst	33.0	38.2	41.9	37.8	7	23
38 Programmer/Analyst	34.0	33.8	35.4	32.5	4	14
39 Senior Programmer/Analyst	36.0	38.3	41.5	40.1	3	7

Indianapolis, IN

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.2	14.6	15.7	13.8	17	107
2 Senior Accounting Clerk	15.9	18.5	20.1	17.8	17	52
3 Accounts Payable Clerk	13.8	15.2	20.0	14.7	4	6
4 Accounts Receivable Clerk	12.0	14.6	17.1	14.6	2	8
5 Benefits Clerk	14.0	15.4	16.5	15.3	7	12
6 Clerk Typist	11.4	12.8	14.3	12.3	9	50
7 Credit & Collection Clerk	14.0	15.8	16.2	16.4	7	25
8 Customer Service Representative	13.0	16.9	18.1	15.3	6	30
9 File Clerk	10.3	12.0	12.5	11.1	10	56
10 General Clerk	10.9	13.1	15.1	13.1	13	96
11 Mail Clerk	11.2	13.0	15.5	14.6	16	62
12 Payroll Clerk	17.0	17.8	19.0	17.1	13	21
13 Personnel Clerk	15.5	16.2	19.1	16.2	4	4
14 Purchasing Clerk	15.8	17.8	18.5	17.8	9	11
15 Shipping/Receiving Clerk	11.7	12.9	14.0	13.0	9	25
16 Switchboard Operator/Receptionist	13.3	14.6	15.9	15.5	16	27
SECRETARIAL POSITIONS						
17 Word Processing Operator	13.4	15.7	18.9	16.8	12	53
18 Secretary	14.7	16.6	18.5	14.4	18	246
19 Senior Secretary	16.8	18.6	19.8	17.9	13	198
20 Executive Secretary	20.6	23.7	28.4	20.8	18	81
PROFESSIONAL POSITIONS						
21 Buyer	28.8	29.0	35.0	26.4	4	6
22 Purchasing Agent	18.0	25.8	33.6	25.8	2	2
23 Accountant	20.2	23.7	29.6	22.5	12	30
24 Senior Accountant	26.0	30.8	36.8	30.1	7	9
25 Auditor	23.7	25.4	32.0	26.5	4	11
26 Senior Auditor	30.6	33.0	42.5	31.6	4	9
27 Collector	17.8	23.5	29.5	18.5	4	24
28 Compensation Analyst	32.3	35.4	38.6	35.5	2	2
29 Benefits Specialist	21.0	23.0	25.0	23.0	5	5
30 Personnel Assistant	19.0	20.5	21.8	20.4	8	11
31 Training & Development Specialist	26.0	27.9	33.8	26.8	4	8
DATA PROCESSING POSITIONS						
32 Data Entry Operator	11.0	12.3	13.4	12.2	7	34
33 Senior Data Entry Operator	16.2	17.4	21.8	15.6	8	27
34 Computer Operator	14.1	16.1	17.8	16.6	16	44
35 Senior Computer Operator	16.9	19.8	22.4	19.3	11	31
36 Programmer	22.0	22.9	26.9	24.0	7	42
37 Systems Analyst	30.8	34.8	39.4	32.5	3	35
38 Programmer/Analyst	27.7	30.9	35.2	33.5	13	104
39 Senior Programmer/Analyst	35.0	38.6	42.3	42.0	10	35
40 PC Specialist	27.0	27.6	30.3	27.6	8	13

Kansas City, MO-KS

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.6	16.3	17.2	16.5	17	74
2 Senior Accounting Clerk	18.6	19.4	21.7	18.9	12	48
3 Accounts Payable Clerk	15.0	17.9	20.6	16.5	16	68
4 Accounts Receivable Clerk	14.6	16.6	19.7	15.8	7	39
5 Benefits Clerk	16.1	19.3	21.5	19.7	5	9
6 Clerk Typist	13.3	14.7	15.8	14.0	10	162
7 Credit & Collection Clerk	16.8	17.6	19.6	15.5	5	18
8 Customer Service Representative	19.2	20.0	23.1	20.6	12	51
9 File Clerk	11.7	12.7	13.6	14.2	10	117
10 General Clerk	13.6	15.9	17.3	14.7	15	163
11 Mail Clerk	12.0	14.7	16.1	13.3	14	65
12 Payroll Clerk	16.6	19.2	20.8	18.2	13	38
13 Personnel Clerk	15.4	17.3	18.7	17.7	11	13
14 Purchasing Clerk	16.2	18.1	21.2	17.0	8	18
15 Shipping/Receiving Clerk	12.9	16.6	21.9	17.8	12	47
16 Switchboard Operator/Receptionist	14.6	16.2	17.3	16.5	19	152
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.0	16.7	18.5	16.2	14	323
18 Secretary	16.1	17.7	19.6	18.5	16	239
19 Senior Secretary	19.2	20.4	21.8	21.2	16	166
20 Executive Secretary	22.3	24.4	25.4	25.5	16	72
PROFESSIONAL POSITIONS						
21 Buyer	22.1	26.3	23.0	33.9	9	33
22 Purchasing Agent	26.0	29.6	35.0	31.6	9	14
23 Accountant	22.0	23.2	24.1	24.2	13	79
24 Senior Accountant	25.5	30.4	36.3	28.9	10	73
25 Auditor	24.3	26.5	27.6	30.0	8	13
26 Senior Auditor	28.6	33.6	33.7	36.6	7	10
27 Collector	19.6	24.0	31.5	21.6	3	12
28 Compensation Analyst	25.9	27.7	31.9	28.6	8	9
29 Benefits Specialist	29.9	31.8	35.5	31.8	8	8
30 Personnel Assistant	18.7	22.3	26.9	22.2	14	19
31 Training & Development Specialist	26.5	30.9	37.1	32.6	8	11
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.3	16.0	16.6	15.6	16	69
33 Senior Data Entry Operator	15.3	17.9	20.2	17.1	6	21
34 Computer Operator	16.8	19.1	21.6	19.0	12	31
35 Senior Computer Operator	20.7	22.7	26.1	22.6	11	28
36 Programmer	24.7	26.6	28.0	26.8	7	42
37 Systems Analyst	27.8	33.1	36.0	32.6	7	15
38 Programmer/Analyst	29.0	31.4	34.1	30.1	13	135
39 Senior Programmer/Analyst	33.4	38.2	42.1	41.0	13	57
40 PC Specialist	25.2	29.7	35.7	32.2	5	8

Lincoln, NE

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	12.3	14.4	16.4	15.9	24	232
2 Senior Accounting Clerk	14.8	17.4	19.1	17.7	17	101
3 Accounts Payable Clerk	12.6	15.5	18.0	18.2	16	34
4 Accounts Receivable Clerk	12.0	14.4	17.6	16.0	4	11
5 Benefits Clerk	14.8	16.3	19.1	16.3	3	3
6 Clerk Typist	10.9	12.6	14.7	15.1	12	80
7 Credit & Collection Clerk	13.0	15.4	18.3	15.2	8	23
8 Customer Service Representative	14.0	17.5	20.4	18.8	12	126
9 File Clerk	10.0	10.7	11.2	11.6	10	83
10 General Clerk	11.1	13.1	12.9	11.8	13	193
11 Mail Clerk	10.0	12.0	13.0	12.2	20	80
12 Payroll Clerk	14.9	16.3	17.0	17.0	10	18
13 Personnel Clerk	12.7	14.1	14.7	14.8	10	15
14 Purchasing Clerk	12.7	14.0	17.5	14.8	10	18
15 Shipping/Receiving Clerk	12.5	15.5	16.3	17.0	14	37
16 Switchboard Operator/Receptionist	11.4	12.4	13.7	11.8	26	47
SECRETARIAL POSITIONS						
17 Word Processing Operator	12.1	13.4	14.6	13.2	14	47
18 Secretary	13.4	15.6	17.4	17.5	27	175
19 Senior Secretary	15.1	17.9	20.6	17.8	19	124
20 Executive Secretary	19.4	21.5	23.0	21.1	24	70
PROFESSIONAL POSITIONS						
21 Buyer	14.2	19.6	22.7	19.9	6	11
22 Purchasing Agent	23.8	27.5	33.2	26.6	6	9
23 Accountant	17.7	22.3	25.1	23.1	18	45
24 Senior Accountant	25.0	29.2	36.3	31.9	11	38
25 Auditor	18.7	24.9	27.3	25.3	7	19
26 Senior Auditor	20.9	31.5	44.6	28.8	3	7
27 Collector	15.9	17.5	20.7	16.6	4	15
29 Benefits Specialist	18.9	19.5	20.4	19.5	5	5
30 Personnel Assistant	16.5	21.1	24.5	20.6	17	24
31 Training & Development Specialist	19.8	28.1	32.5	25.4	7	11
DATA PROCESSING POSITIONS						
32 Data Entry Operator	11.7	13.8	15.1	11.5	14	103
33 Senior Data Entry Operator	13.8	16.3	18.8	13.6	5	20
34 Computer Operator	14.6	15.8	17.5	17.0	17	89
35 Senior Computer Operator	16.4	18.2	20.8	18.4	9	27
36 Programmer	21.1	22.3	24.7	22.6	13	46
37 Systems Analyst	30.2	33.1	38.5	35.2	10	31
38 Programmer/Analyst	25.0	28.5	31.0	30.4	18	82
39 Senior Programmer/Analyst	29.1	32.1	34.0	32.3	12	46
40 PC Specialist	19.2	24.9	25.5	23.7	10	13

Little Rock, AR

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.8	15.6	19.3	15.3	11	31
2 Senior Accounting Clerk	15.7	19.1	21.1	19.1	10	13
3 Accounts Payable Clerk	14.2	15.1	16.8	15.4	4	5
5 Benefits Clerk	12.4	13.9	18.9	13.0	4	5
6 Clerk.Typist	12.0	11.8	13.1	12.3	4	11
7 Credit & Collection Clerk	13.7	14.4	18.0	15.4	4	12
8 Customer Service Representative	13.3	15.2	16.4	15.4	7	65
9 File Clerk	10.8	10.9	11.2	11.1	5	10
10 General Clerk	12.0	12.5	13.4	12.0	4	16
11 Mail Clerk	10.6	12.8	13.5	12.8	6	14
12 Payroll Clerk	13.1	14.8	16.6	15.1	7	11
13 Personnel Clerk	12.7	14.1	16.0	14.1	6	6
14 Purchasing Clerk	13.9	17.0	22.5	16.2	3	4
15 Shipping/Receiving Clerk	12.3	13.9	18.2	13.3	4	14
16 Switchboard Operator/Receptionist	13.1	14.7	16.3	14.9	9	31
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.1	17.5	26.5	16.3	4	7
18 Secretary	14.2	15.3	16.4	15.4	7	99
19 Senior Secretary	16.4	17.8	20.6	18.5	7	60
20 Executive Secretary	18.0	21.3	23.9	23.8	10	26
PROFESSIONAL POSITIONS						
21 Buyer	18.4	20.2	22.5	19.3	3	6
22 Purchasing Agent	21.6	26.9	34.2	28.8	3	4
23 Accountant	21.6	24.4	24.1	24.0	6	13
24 Senior Accountant	26.0	32.4	40.7	33.6	6	7
25 Auditor	24.6	28.3	33.2	29.8	5	9
26 Senior Auditor	35.1	36.5	37.9	37.0	2	3
27 Collector	18.0	21.7	22.0	22.4	5	11
28 Compensation Analyst	23.1	28.9	35.5	28.9	3	3
29 Benefits Specialist	20.3	23.8	32.9	23.8	4	4
30 Personnel Assistant	20.7	20.6	22.0	20.6	5	5
31 Training & Development Specialist	30.0	29.0	35.0	29.0	4	4
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.4	12.3	13.5	13.0	4	11
33 Senior Data Entry Operator	12.0	13.6	16.9	14.2	4	8
34 Computer Operator	13.9	15.4	17.0	15.1	7	10
35 Senior Computer Operator	19.0	20.1	21.4	19.7	6	16
36 Programmer	20.0	23.4	28.0	24.3	4	8
37 Systems Analyst	30.0	34.0	41.4	33.7	4	6
38 Programmer/Analyst	21.3	25.1	31.7	28.4	3	6
39 Senior Programmer/Analyst	31.9	32.9	36.7	32.1	4	22
40 PC Specialist	20.0	26.1	35.2	25.3	3	4

Greater Los Angeles Metropolitan Area

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	17.2	19.2	20.2	18.3	32	182
2 Senior Accounting Clerk	20.9	23.5	24.0	22.2	26	108
3 Accounts Payable Clerk	16.9	19.8	22.8	19.9	20	83
4 Accounts Receivable Clerk	18.9	20.7	23.2	20.0	22	78
5 Benefits Clerk	19.1	21.1	23.2	21.5	8	13
6 Clerk Typist	15.1	17.6	20.0	17.5	14	147
7 Credit & Collection Clerk	17.4	18.9	19.6	19.0	13	45
8 Customer Service Representative	18.7	21.2	22.0	19.6	17	143
9 File Clerk	13.0	15.5	17.4	14.1	14	65
10 General Clerk	14.1	16.5	19.0	15.0	20	111
11 Mail Clerk	14.3	15.9	17.5	15.5	25	64
12 Payroll Clerk	19.6	21.1	22.1	20.9	26	58
13 Personnel Clerk	17.7	20.3	22.5	21.2	21	40
14 Purchasing Clerk	19.0	20.6	21.3	20.6	23	50
15 Shipping/Receiving Clerk	14.3	16.7	18.2	17.6	16	86
16 Switchboard Operator/Receptionist	15.6	17.8	19.0	17.5	37	110
SECRETARIAL POSITIONS						
17 Word Processing Operator	20.7	23.3	25.0	22.2	19	47
18 Secretary	19.7	21.8	23.6	21.2	30	379
19 Senior Secretary	24.2	26.5	28.1	25.5	31	366
20 Executive Secretary	27.7	30.2	31.9	29.2	34	182
PROFESSIONAL POSITIONS						
21 Buyer	29.6	32.1	31.9	32.0	17	33
22 Purchasing Agent	30.8	35.7	42.4	36.4	11	17
23 Accountant	27.3	29.8	32.1	29.3	26	130
24 Senior Accountant	33.3	37.3	41.0	37.0	17	61
25 Auditor	32.4	34.1	35.5	33.6	5	8
26 Senior Auditor	41.8	41.4	45.8	41.2	4	11
27 Collector	21.3	24.4	26.1	22.8	6	62
28 Compensation Analyst	32.3	36.2	44.5	34.2	8	13
29 Benefits Specialist	29.4	32.3	36.5	33.2	12	13
30 Personnel Assistant	27.1	29.8	34.1	30.5	12	23
31 Training & Development Specialist	35.4	38.8	40.3	38.1	5	9
DATA PROCESSING POSITIONS						
32 Data Entry Operator	16.5	18.3	20.6	17.9	19	121
33 Senior Data Entry Operator	20.2	22.8	26.3	24.1	9	30
34 Computer Operator	19.3	22.1	24.1	22.1	26	66
35 Senior Computer Operator	25.6	27.8	29.1	26.9	14	50
36 Programmer	29.3	32.7	33.5	31.9	18	49
37 Systems Analyst	35.9	40.8	45.3	41.0	12	39
38 Programmer/Analyst	35.0	36.5	38.0	36.7	21	112
39 Senior Programmer/Analyst	43.2	45.4	48.7	46.0	17	153
40 PC Specialist	30.0	34.7	39.3	35.6	11	14

Louisville, KY

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	11.7	14.1	15.1	14.7	10	17
2 Senior Accounting Clerk	16.0	17.6	20.8	17.6	6	9
3 Accounts Payable Clerk	14.5	15.1	15.6	15.8	9	13
4 Accounts Receivable Clerk	11.8	15.1	19.3	15.5	6	9
5 Benefits Clerk	15.6	17.8	19.3	18.7	3	7
6 Clerk Typist	10.5	12.7	14.8	10.9	2	11
7 Credit & Collection Clerk	16.0	17.2	20.0	17.3	4	7
8 Customer Service Representative	16.2	20.6	23.7	20.1	7	30
9 File Clerk	9.4	10.6	11.8	10.7	2	34
10 General Clerk	10.3	11.8	15.7	12.0	4	47
11 Mail Clerk	10.6	13.3	17.7	11.5	8	32
12 Payroll Clerk	14.9	17.1	19.8	17.7	9	11
13 Personnel Clerk	11.2	13.1	15.6	12.6	6	8
14 Purchasing Clerk	11.4	15.1	18.2	16.4	6	11
15 Shipping/Receiving Clerk	10.5	13.2	12.5	11.8	5	11
16 Switchboard Operator/Receptionist	13.0	14.5	16.9	13.3	10	20
SECRETARIAL POSITIONS						
17 Word Processing Operator	12.4	16.8	19.5	15.6	6	18
18 Secretary	13.3	16.2	17.2	16.5	9	51
19 Senior Secretary	17.7	19.7	22.0	20.5	10	74
20 Executive Secretary	16.8	23.1	28.5	25.1	9	60
PROFESSIONAL POSITIONS						
21 Buyer	26.3	31.3	31.4	29.8	5	7
23 Accountant	25.7	28.0	41.7	27.7	4	6
24 Senior Accountant	32.0	32.0	32.0	32.0	2	3
25 Auditor	25.6	25.9	26.3	25.9	2	2
29 Benefits Specialist	24.3	29.1	34.0	29.2	2	2
30 Personnel Assistant	22.4	23.9	24.2	23.9	5	5
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.2	15.0	18.9	12.4	4	15
33 Senior Data Entry Operator	11.4	14.1	16.7	12.3	2	6
34 Computer Operator	12.5	17.8	22.9	18.2	7	13
35 Senior Computer Operator	16.0	21.3	24.8	22.9	6	11
36 Programmer	23.0	22.8	24.6	24.4	5	13
38 Programmer/Analyst	27.8	28.7	32.3	29.8	5	23
39 Senior Programmer/Analyst	28.5	35.5	40.6	39.0	3	16
40 PC Specialist	20.8	25.5	38.5	28.1	4	5

Madison, WI

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.7	17.1	19.8	15.9	12	34
2 Senior Accounting Clerk	17.7	18.7	20.0	18.5	8	25
3 Accounts Payable Clerk	17.8	18.9	24.4	18.1	4	5
4 Accounts Receivable Clerk	13.9	17.8	23.4	15.8	4	13
5 Benefits Clerk	15.9	21.3	27.5	21.1	3	4
6 Clerk Typist	12.9	14.3	14.0	13.2	8	38
7 Credit & Collection Clerk	10.7	14.5	18.4	11.7	2	8
8 Customer Service Representative	15.1	17.6	19.7	17.1	7	73
9 File Clerk	10.6	12.1	13.1	12.1	9	115
10 General Clerk	13.5	14.6	14.7	16.2	9	154
11 Mail Clerk	11.6	13.4	14.6	12.7	11	42
12 Payroll Clerk	13.8	19.3	22.4	18.9	9	69
13 Personnel Clerk	14.3	16.2	16.4	18.9	9	23
14 Purchasing Clerk	14.0	18.2	20.0	22.5	10	33
15 Shipping/Receiving Clerk	14.0	17.4	19.9	18.1	9	22
16 Switchboard Operator/Receptionist	14.7	15.8	17.0	16.3	15	24
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.0	16.4	18.8	16.3	12	80
18 Secretary	16.0	18.0	19.2	17.8	11	97
19 Senior Secretary	18.0	21.1	23.4	21.1	10	100
20 Executive Secretary	21.1	25.0	28.4	25.5	15	58
PROFESSIONAL POSITIONS						
21 Buyer	20.2	26.3	34.8	28.5	3	4
22 Purchasing Agent	32.7	34.1	37.1	34.1	4	4
23 Accountant	25.0	27.2	28.3	27.5	9	14
24 Senior Accountant	25.8	27.5	29.2	27.5	3	4
25 Auditor	25.0	25.5	26.0	25.5	3	8
26 Senior Auditor	27.9	32.1	37.2	29.5	3	8
28 Compensation Analyst	29.6	33.3	37.0	33.3	2	2
29 Benefits Specialist	21.2	23.5	29.8	23.1	4	5
30 Personnel Assistant	19.2	20.2	22.8	19.9	8	10
31 Training & Development Specialist	26.4	31.8	38.6	30.5	3	4
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.9	16.0	16.1	14.6	7	46
33 Senior Data Entry Operator	18.5	20.2	27.4	18.5	4	30
34 Computer Operator	16.8	17.5	18.8	17.7	7	33
35 Senior Computer Operator	20.3	21.7	23.9	23.4	9	21
36 Programmer	24.3	26.3	27.9	26.5	7	25
37 Systems Analyst	33.6	34.8	44.5	34.2	4	21
38 Programmer/Analyst	30.0	32.2	35.0	27.5	8	110
39 Senior Programmer/Analyst	34.0	36.3	40.6	31.7	10	85
40 PC Specialist	28.9	30.4	35.2	30.6	4	7

Miami - Ft. Lauderdale, FL

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.8	17.2	17.7	17.5	6	33
2 Senior Accounting Clerk	16.9	19.7	20.4	19.8	7	53
3 Accounts Payable Clerk	17.1	19.1	21.7	18.6	7	22
4 Accounts Receivable Clerk	17.7	18.9	19.7	19.1	5	15
5 Benefits Clerk	19.3	21.0	24.6	20.0	6	8
6 Clerk Typist	15.7	16.0	16.4	15.7	3	27
7 Credit & Collection Clerk	17.8	17.8	19.7	17.8	4	37
8 Customer Service Representative	17.4	18.7	19.9	17.3	5	345
10 General Clerk	13.2	13.4	15.2	13.4	4	28
11 Mail Clerk	12.1	14.0	16.2	13.4	8	27
12 Payroll Clerk	19.0	19.8	21.3	18.5	8	31
13 Personnel Clerk	17.2	18.4	19.2	18.5	5	10
14 Purchasing Clerk	19.1	20.0	20.8	20.7	5	19
15 Shipping/Receiving Clerk	14.9	17.0	19.0	16.3	8	38
16 Switchboard Operator/Receptionist	14.3	15.2	16.0	14.6	9	61
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.8	17.4	17.9	17.0	5	17
18 Secretary	18.0	19.6	20.2	19.0	7	132
19 Senior Secretary	20.9	22.4	24.3	21.6	8	213
20 Executive Secretary	24.2	25.7	28.4	25.2	8	71
PROFESSIONAL POSITIONS						
21 Buyer	26.0	28.6	29.8	30.0	5	14
22 Purchasing Agent	27.4	30.7	32.1	30.1	6	17
23 Accountant	24.8	26.2	28.3	26.1	8	25
24 Senior Accountant	31.2	35.6	38.1	35.3	7	14
25 Auditor	25.0	32.3	37.9	32.3	3	3
26 Senior Auditor	31.4	31.4	31.5	31.4	2	3
28 Compensation Analyst	28.3	30.5	38.0	30.5	4	4
29 Benefits Specialist	26.7	28.3	30.9	28.3	5	5
30 Personnel Assistant	24.4	26.7	34.8	26.7	4	4
31 Training & Development Specialist	29.5	33.5	33.2	35.6	5	6
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.0	16.0	16.2	15.5	6	199
33 Senior Data Entry Operator	16.3	17.1	17.6	17.4	3	7
34 Computer Operator	18.5	19.5	22.2	18.9	9	44
35 Senior Computer Operator	20.9	23.1	25.1	21.8	6	29
36 Programmer	25.2	26.5	29.6	27.0	4	19
37 Systems Analyst	41.1	43.5	49.5	43.8	5	23
38 Programmer/Analyst	33.0	34.7	37.4	35.3	7	24
39 Senior Programmer/Analyst	34.9	39.3	44.0	36.8	5	56
40 PC Specialist	30.8	33.3	37.1	33.4	7	9

Milwaukee, WI

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.9	17.3	20.5	16.3	15	42
2 Senior Accounting Clerk	18.1	21.3	24.4	21.5	15	66
3 Accounts Payable Clerk	16.5	18.1	19.2	17.0	11	26
4 Accounts Receivable Clerk	14.7	15.1	15.0	14.5	5	16
5 Benefits Clerk	16.0	16.1	16.4	17.0	5	7
6 Clerk Typist	13.0	14.7	16.4	15.0	11	40
7 Credit & Collection Clerk	13.2	14.6	17.5	14.1	4	11
8 Customer Service Representative	15.3	17.4	19.6	18.1	5	80
9 File Clerk	11.2	13.2	13.6	11.6	9	67
10 General Clerk	13.1	16.5	20.7	14.5	9	190
11 Mail Clerk	11.7	14.2	15.4	13.0	10	63
12 Payroll Clerk	16.6	19.9	20.8	19.6	9	16
13 Personnel Clerk	14.0	15.9	19.7	15.4	4	5
14 Purchasing Clerk	13.9	17.1	18.8	17.0	6	12
15 Shipping/Receiving Clerk	12.7	15.5	17.5	14.1	7	50
16 Switchboard Operator/Receptionist	13.3	15.5	16.3	14.2	17	51
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.5	16.2	16.5	16.1	9	39
18 Secretary	15.6	17.3	18.5	16.9	15	151
19 Senior Secretary	19.5	20.7	20.5	22.3	13	195
20 Executive Secretary	21.4	24.2	27.3	26.0	14	127
PROFESSIONAL POSITIONS						
21 Buyer	23.8	26.0	30.6	27.3	10	19
22 Purchasing Agent	25.3	33.1	43.3	35.9	4	8
23 Accountant	24.4	28.9	30.0	33.9	11	64
24 Senior Accountant	29.2	31.2	31.8	29.9	6	16
26 Senior Auditor	31.5	39.4	47.2	45.7	3	21
28 Compensation Analyst	25.0	26.1	27.2	26.4	2	3
29 Benefits Specialist	22.0	29.8	35.5	31.2	3	4
30 Personnel Assistant	21.2	27.5	31.8	28.4	7	14
31 Training & Development Specialist	29.3	27.1	30.7	27.8	4	5
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.0	14.8	15.5	14.1	9	45
33 Senior Data Entry Operator	14.9	17.4	19.8	16.5	5	28
34 Computer Operator	16.9	19.5	22.7	21.0	12	28
35 Senior Computer Operator	24.6	25.6	26.9	25.2	10	35
36 Programmer	25.0	26.3	27.5	27.4	6	61
37 Systems Analyst	34.1	36.6	38.8	37.9	7	22
38 Programmer/Analyst	27.3	31.5	34.8	33.7	10	126
39 Senior Programmer/Analyst	36.0	37.6	39.4	40.2	9	92
40 PC Specialist	26.7	29.0	31.6	28.3	6	11

Minneapolis-St. Paul - Southern Minnesota

	Min	Avg	Max	W Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.3	16.7	17.9	17.4	31	200
2 Senior Accounting Clerk	19.8	21.6	22.3	20.9	21	162
3 Accounts Payable Clerk	15.1	17.3	18.9	18.5	11	131
4 Accounts Receivable Clerk	16.4	18.4	21.5	20.0	12	169
5 Benefits Clerk	17.6	19.1	21.8	18.3	5	6
6 Clerk Typist	14.6	15.9	17.6	16.2	11	52
7 Credit & Collection Clerk	16.8	18.3	20.0	17.1	16	62
8 Customer Service Representative	16.0	17.9	20.1	16.7	20	483
9 File Clerk	12.6	13.8	15.2	13.1	13	21
10 General Clerk	14.7	15.8	17.0	15.0	18	126
11 Mail Clerk	12.6	13.6	15.0	13.6	20	87
12 Payroll Clerk	17.7	18.9	20.3	18.8	25	38
13 Personnel Clerk	16.1	18.0	19.5	17.5	16	26
14 Purchasing Clerk	15.7	17.1	18.5	16.5	21	41
15 Shipping/Receiving Clerk	15.1	17.3	19.5	19.7	14	334
16 Switchboard Operator/Receptionist	14.6	16.1	17.1	15.8	35	63
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.1	19.0	20.0	18.8	18	52
18 Secretary	17.0	18.8	20.1	18.5	27	455
19 Senior Secretary	20.5	22.0	24.1	20.5	24	378
20 Executive Secretary	23.3	25.7	28.0	23.8	30	233
PROFESSIONAL POSITIONS						
21 Buyer	25.0	28.6	30.9	27.2	5	8
22 Purchasing Agent	29.0	30.8	35.5	30.8	4	4
23 Accountant	22.0	26.1	30.0	25.1	7	20
24 Senior Accountant	25.0	34.3	42.8	33.1	6	21
25 Auditor	24.1	29.5	33.7	28.1	3	9
26 Senior Auditor	29.5	34.0	41.7	32.8	3	4
29 Benefits Specialist	20.8	27.6	32.0	27.6	3	3
30 Personnel Assistant	20.7	23.9	26.6	23.3	6	10
31 Training & Development Specialist	21.2	26.2	31.2	26.2	2	2
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.6	16.6	18.6	16.9	20	103
33 Senior Data Entry Operator	17.7	18.4	19.2	18.1	7	30
34 Computer Operator	17.6	20.3	22.6	20.9	22	88
35 Senior Computer Operator	21.9	24.4	27.1	24.1	15	45
36 Programmer	24.0	25.4	27.5	26.2	9	37
37 Systems Analyst	29.9	36.1	40.8	37.5	9	23
38 Programmer/Analyst	29.8	31.5	33.9	32.2	20	92
39 Senior Programmer/Analyst	34.7	39.1	41.9	38.4	15	53
40 PC Specialist	21.3	25.8	32.7	25.1	5	6

New Orleans, LA

	Min	Avg	Max	W/Avg	Cos	Emple
CLERICAL POSITIONS						
1 Accounting Clerk	13.5	16.3	20.4	17.1	4	5
4 Accounts Receivable Clerk	15.0	16.6	18.1	16.0	2	3
6 Clerk Typist	14.4	15.1	16.1	16.2	6	30
7 Credit & Collection Clerk	15.8	17.6	18.7	16.7	3	6
8 Customer Service Representative	14.9	17.3	20.3	17.3	3	3
9 File Clerk	12.8	13.4	14.2	13.5	6	13
10 General Clerk	12.1	14.4	16.4	14.7	3	30
11 Mail Clerk	12.0	13.6	15.2	13.0	6	9
12 Payroll Clerk	16.3	19.2	22.1	19.2	2	2
13 Personnel Clerk	16.3	18.1	19.9	18.1	2	2
15 Shipping/Receiving Clerk	13.0	14.6	16.1	14.6	2	2
16 Switchboard Operator/Receptionist	13.1	15.0	16.1	14.9	7	9
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.7	16.9	17.6	16.7	4	9
18 Secretary	14.5	18.4	21.2	19.0	9	21
19 Senior Secretary	20.3	22.1	27.3	22.1	4	4
20 Executive Secretary	19.5	22.3	25.5	23.1	3	4
PROFESSIONAL POSITIONS						
23 Accountant	25.6	28.5	31.4	28.5	2	2
24 Senior Accountant	28.2	30.0	31.7	29.9	2	2
25 Auditor	27.9	32.8	37.7	35.3	2	4
26 Senior Auditor	30.1	33.4	38.9	32.1	3	5
30 Personnel Assistant	21.8	27.0	32.8	23.7	3	8
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.6	14.6	16.6	13.9	2	3
33 Senior Data Entry Operator	17.7	19.1	20.5	18.4	2	4
40 PC Specialist	27.1	30.1	33.0	29.1	2	3

New York City Metropolitan Area - Westchester - Long Island

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.9	19.1	20.3	18.7	61	168
2 Senior Accounting Clerk	20.0	22.2	23.7	21.3	54	152
3 Accounts Payable Clerk	17.3	19.3	21.3	18.4	44	140
4 Accounts Receivable Clerk	18.0	19.5	21.4	19.5	29	86
5 Benefits Clerk	19.0	21.3	23.7	21.2	19	33
6 Clerk Typist	14.8	16.2	17.5	16.1	40	167
7 Credit & Collection Clerk	17.8	19.7	21.9	21.5	27	100
8 Customer Service Representative	19.0	21.6	23.3	20.6	42	303
9 File Clerk	13.4	14.9	16.5	14.8	38	89
10 General Clerk	14.7	16.6	18.3	16.8	43	268
11 Mail Clerk	13.8	16.0	18.3	15.5	58	201
12 Payroll Clerk	19.6	21.8	23.6	21.5	49	91
13 Personnel Clerk	18.2	20.2	21.5	20.1	37	58
14 Purchasing Clerk	18.1	20.5	21.7	20.3	35	74
15 Shipping/Receiving Clerk	16.6	18.3	19.8	17.7	32	127
16 Switchboard Operator/Receptionist	16.2	18.5	20.0	18.2	83	173
SECRETARIAL POSITIONS						
17 Word Processing Operator	18.4	21.0	23.3	20.5	44	155
18 Secretary	18.9	21.3	23.5	21.1	85	1096
19 Senior Secretary	21.5	24.3	26.2	23.6	79	1174
20 Executive Secretary	26.2	29.2	31.4	28.3	83	729
PROFESSIONAL POSITIONS						
21 Buyer	22.5	27.6	32.0	31.0	26	71
22 Purchasing Agent	31.5	37.3	40.8	38.5	25	63
23 Accountant	24.9	28.8	31.6	27.4	52	190
24 Senior Accountant	32.6	38.1	41.1	35.2	38	148
25 Auditor	26.4	31.3	38.2	30.1	22	59
26 Senior Auditor	33.0	40.5	50.8	38.0	16	42
27 Collector	20.5	25.3	28.5	23.9	13	69
28 Compensation Analyst	29.8	34.8	40.0	34.5	22	23
29 Benefits Specialist	27.5	32.0	36.0	31.3	24	36
30 Personnel Assistant	22.7	26.7	30.0	26.7	41	59
31 Training & Development Specialist	27.4	37.6	43.2	38.5	13	21
DATA PROCESSING POSITIONS						
32 Data Entry Operator	16.5	18.5	19.9	18.0	47	158
33 Senior Data Entry Operator	18.6	21.4	23.3	20.3	29	88
34 Computer Operator	19.7	22.1	24.1	22.3	53	146
35 Senior Computer Operator	22.3	25.4	28.1	25.6	39	96
36 Programmer	26.0	30.4	34.8	30.9	48	140
37 Systems Analyst	38.0	42.8	46.0	42.8	33	112
38 Programmer/Analyst	33.5	36.3	39.4	36.6	52	209
39 Senior Programmer/Analyst	39.4	43.6	48.0	43.5	52	187
40 PC Specialist	26.0	33.8	40.5	34.7	27	38

Newark - Northern New Jersey

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.1	19.5	21.9	19.8	14	40
2 Senior Accounting Clerk	18.9	21.3	22.7	19.9	6	32
3 Accounts Payable Clerk	16.0	18.4	19.2	17.1	13	61
4 Accounts Receivable Clerk	17.2	18.4	19.5	18.2	5	14
5 Benefits Clerk	20.6	22.4	23.7	21.9	6	14
6 Clerk Typist	14.6	15.8	17.3	16.2	9	42
7 Credit & Collection Clerk	16.6	18.9	21.0	21.2	7	45
8 Customer Service Representative	18.5	23.0	30.0	21.9	8	81
9 File Clerk	13.8	14.9	16.0	15.4	6	24
10 General Clerk	13.4	15.3	17.0	15.9	11	88
11 Mail Clerk	14.4	16.5	19.0	15.8	12	39
12 Payroll Clerk	18.7	20.4	21.7	20.1	15	25
13 Personnel Clerk	17.5	18.1	19.5	18.0	9	17
14 Purchasing Clerk	18.4	21.0	21.1	19.9	8	19
15 Shipping/Receiving Clerk	16.6	18.7	18.9	18.7	8	17
16 Switchboard Operator/Receptionist	14.7	17.6	19.0	17.1	19	42
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.9	19.7	20.5	20.1	13	49
18 Secretary	18.7	20.9	23.0	20.4	20	252
19 Senior Secretary	22.8	24.3	25.9	23.8	20	232
20 Executive Secretary	26.2	29.0	31.0	27.9	18	156
PROFESSIONAL POSITIONS						
21 Buyer	23.0	28.0	32.4	34.5	10	34
22 Purchasing Agent	26.8	35.5	38.6	38.4	8	22
23 Accountant	25.3	27.1	27.7	24.9	14	61
24 Senior Accountant	29.7	33.5	37.5	30.6	11	65
25 Auditor	25.0	26.0	29.1	24.9	4	21
26 Senior Auditor	36.9	34.7	37.6	31.6	4	20
27 Collector	18.9	23.2	25.8	22.3	5	32
28 Compensation Analyst	28.0	32.8	39.0	32.8	7	7
29 Benefits Specialist	27.5	29.7	32.4	29.7	9	18
30 Personnel Assistant	21.0	24.2	28.0	25.7	7	14
31 Training & Development Specialist	41.3	43.7	55.0	41.9	4	6
DATA PROCESSING POSITIONS						
32 Data Entry Operator	15.9	18.3	21.2	17.5	12	41
33 Senior Data Entry Operator	19.4	22.1	23.3	20.4	9	37
34 Computer Operator	19.7	22.3	24.7	22.4	12	33
35 Senior Computer Operator	23.0	26.2	30.5	26.6	9	31
36 Programmer	27.1	30.3	33.0	30.9	16	56
37 Systems Analyst	38.1	45.7	51.3	46.2	9	30
38 Programmer/Analyst	34.6	37.9	40.3	37.8	13	53
39 Senior Programmer/Analyst	40.5	42.9	44.1	44.7	14	49
40 PC Specialist	24.2	29.9	34.3	29.9	5	5

Norfolk - Hampton Roads - Virginia Beach, VA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	12.8	14.3	15.1	13.9	13	84
2 Senior Accounting Clerk	14.8	16.0	17.0	15.9	10	33
3 Accounts Payable Clerk	17.4	17.5	18.3	17.5	4	5
4 Accounts Receivable Clerk	12.9	14.7	16.1	15.8	3	17
5 Benefits Clerk	13.0	18.2	18.3	23.8	5	11
6 Clerk Typist	11.9	12.1	12.5	12.5	5	70
7 Credit & Collection Clerk	13.0	14.7	15.5	14.7	3	9
8 Customer Service Representative	13.0	14.4	15.8	14.4	7	84
9 File Clerk	10.8	12.2	16.1	12.7	4	11
10 General Clerk	10.5	11.8	12.9	12.7	6	40
11 Mail Clerk	12.0	15.0	15.3	14.7	10	16
12 Payroll Clerk	14.0	16.2	19.3	15.3	8	14
13 Personnel Clerk	13.6	16.0	18.3	15.9	6	8
14 Purchasing Clerk	13.5	14.8	16.9	16.1	8	13
15 Shipping/Receiving Clerk	14.4	17.1	18.6	18.5	6	18
16 Switchboard Operator/Receptionist	13.0	15.0	16.6	14.8	15	29
SECRETARIAL POSITIONS						
17 Word Processing Operator	11.7	15.0	18.0	13.7	7	17
18 Secretary	14.5	17.1	17.4	19.3	17	140
19 Senior Secretary	16.8	20.1	20.9	23.9	13	115
20 Executive Secretary	19.2	24.9	26.1	25.5	18	55
PROFESSIONAL POSITIONS						
21 Buyer	18.3	22.4	26.6	23.5	6	11
22 Purchasing Agent	24.2	27.9	33.7	31.7	7	17
23 Accountant	21.5	25.7	32.4	24.3	8	25
24 Senior Accountant	23.4	30.3	38.1	31.1	6	16
25 Auditor	22.2	25.4	33.7	25.7	4	7
26 Senior Auditor	30.6	39.3	47.9	38.6	2	13
27 Collector	16.0	22.8	26.3	18.5	6	49
28 Compensation Analyst	21.7	38.2	62.8	36.2	3	4
29 Benefits Specialist	21.0	24.5	28.0	24.5	8	8
30 Personnel Assistant	16.2	19.0	20.6	18.6	5	8
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.4	12.9	13.9	12.9	8	43
33 Senior Data Entry Operator	14.0	16.3	23.2	16.3	4	4
34 Computer Operator	16.0	17.0	17.5	17.5	13	33
35 Senior Computer Operator	17.8	18.6	19.6	19.0	5	10
36 Programmer	20.5	24.8	30.2	24.2	7	29
37 Systems Analyst	32.1	33.2	34.2	36.3	5	68
38 Programmer/Analyst	26.1	31.6	33.3	34.4	10	66
39 Senior Programmer/Analyst	34.8	39.3	43.2	42.4	10	48
40 PC Specialist	22.5	28.3	45.2	28.3	4	4

Oklahoma City, OK

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.5	15.9	17.3	15.7	8	145
2 Senior Accounting Clerk	16.2	20.0	22.3	18.0	7	174
3 Accounts Payable Clerk	16.6	17.6	18.7	17.0	5	8
4 Accounts Receivable Clerk	16.6	16.7	18.8	16.7	4	4
5 Benefits Clerk	19.2	20.9	23.4	20.6	4	8
6 Clerk Typist	12.1	13.2	14.7	13.7	4	544
7 Credit & Collection Clerk	16.6	17.5	18.3	16.8	5	13
8 Customer Service Representative	12.8	14.9	17.5	14.5	3	25
9 File Clerk	10.9	12.7	17.7	11.1	4	18
10 General Clerk	13.2	15.2	18.6	12.9	4	200
11 Mail Clerk	13.2	14.1	15.6	13.7	8	57
12 Payroll Clerk	19.3	21.3	22.4	21.2	5	7
13 Personnel Clerk	17.5	19.6	25.0	17.6	4	152
14 Purchasing Clerk	18.6	17.7	19.7	17.7	4	4
15 Shipping/Receiving Clerk	17.0	17.8	19.4	14.8	5	52
16 Switchboard Operator/Receptionist	14.3	17.2	21.1	14.5	11	143
SECRETARIAL POSITIONS						
17 Word Processing Operator	12.7	17.8	21.2	15.7	6	55
18 Secretary	16.5	17.1	20.1	16.5	8	507
19 Senior Secretary	18.1	19.9	22.5	18.3	9	426
20 Executive Secretary	22.5	24.8	26.7	21.7	9	149
PROFESSIONAL POSITIONS						
21 Buyer	20.4	27.0	32.5	30.3	6	21
22 Purchasing Agent	32.5	31.7	35.3	27.5	5	17
23 Accountant	23.5	27.0	28.7	24.2	9	137
24 Senior Accountant	27.5	35.0	41.7	30.5	7	60
25 Auditor	22.2	27.5	37.1	23.2	4	62
26 Senior Auditor	25.7	29.7	36.2	27.3	3	145
27 Collector	17.6	21.4	25.4	19.2	3	7
28 Compensation Analyst	21.1	26.7	32.2	21.9	2	14
30 Personnel Assistant	17.7	21.4	24.3	17.3	5	69
31 Training & Development Specialist	27.3	38.2	56.2	28.1	3	43
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.1	16.2	20.2	14.1	4	205
33 Senior Data Entry Operator	16.9	19.3	20.1	16.5	7	63
34 Computer Operator	16.6	18.4	21.7	18.0	8	79
35 Senior Computer Operator	20.8	22.0	23.0	21.8	6	51
36 Programmer	24.0	27.6	31.1	29.9	2	6
37 Systems Analyst	31.0	35.1	38.0	33.3	6	27
38 Programmer/Analyst	26.6	30.6	34.3	25.1	7	91
39 Senior Programmer/Analyst	28.4	32.8	37.7	28.7	6	91
40 PC Specialist	25.2	25.6	27.6	26.1	5	8

Omaha, NE

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.2	14.4	14.9	14.6	13	47
2 Senior Accounting Clerk	15.1	18.7	21.8	14.9	11	118
3 Accounts Payable Clerk	13.8	14.9	15.9	14.3	13	44
4 Accounts Receivable Clerk	13.3	15.0	16.2	14.4	10	37
5 Benefits Clerk	13.3	15.3	20.8	15.1	4	5
6 Clerk Typist	11.7	12.8	14.8	14.4	7	60
7 Credit & Collection Clerk	11.9	12.9	13.8	12.9	9	21
8 Customer Service Representative	12.5	13.9	14.2	13.0	9	130
9 File Clerk	11.7	12.5	13.6	12.3	6	54
10 General Clerk	13.2	14.5	19.7	12.7	4	95
11 Mail Clerk	10.9	11.9	13.8	11.4	8	44
12 Payroll Clerk	15.0	17.6	21.2	15.8	11	72
13 Personnel Clerk	13.8	14.6	15.6	14.1	9	12
14 Purchasing Clerk	12.0	15.6	17.5	15.5	6	26
15 Shipping/Receiving Clerk	10.7	12.3	14.4	12.4	7	29
16 Switchboard Operator/Receptionist	13.4	13.9	14.8	14.1	13	27
SECRETARIAL POSITIONS						
17 Word Processing Operator	12.6	15.2	18.5	16.2	8	34
18 Secretary	13.6	16.1	18.1	15.3	13	224
19 Senior Secretary	15.8	19.0	20.5	18.3	11	125
20 Executive Secretary	20.1	24.8	28.7	21.3	12	76
PROFESSIONAL POSITIONS						
21 Buyer	22.4	25.7	31.3	27.8	5	8
22 Purchasing Agent	25.9	25.8	26.5	25.6	4	7
23 Accountant	22.1	27.1	30.6	26.7	7	20
24 Senior Accountant	29.0	32.8	45.0	37.0	4	10
25 Auditor	21.4	23.2	26.8	23.5	4	8
26 Senior Auditor	27.1	30.6	33.0	30.0	5	10
27 Collector	14.9	17.1	20.6	13.3	4	121
28 Compensation Analyst	22.0	24.6	25.4	24.7	5	7
29 Benefits Specialist	23.2	24.0	27.5	24.4	7	9
30 Personnel Assistant	20.8	24.8	32.3	24.6	7	22
31 Training & Development Specialist	20.4	26.3	31.5	26.2	9	1[illegible]
DATA PROCESSING POSITIONS						
32 Data Entry Operator	11.1	13.7	14.8	12.0	11	98
33 Senior Data Entry Operator	12.5	14.3	15.6	14.1	5	13
34 Computer Operator	13.7	16.4	17.9	16.5	11	41
35 Senior Computer Operator	18.8	20.2	20.7	20.1	9	33
36 Programmer	20.8	23.4	25.5	22.7	7	53
37 Systems Analyst	29.0	31.4	30.1	31.0	5	6
38 Programmer/Analyst	26.9	30.2	33.4	27.3	9	76
39 Senior Programmer/Analyst	31.6	34.0	35.2	33.2	7	88
40 PC Specialist	14.7	20.0	25.3	16.8	2	5

Orlando - Tampa Bay - Central Florida

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	12.8	15.3	15.8	15.7	9	223
2 Senior Accounting Clerk	15.9	19.3	22.2	21.3	9	99
3 Accounts Payable Clerk	13.2	15.3	16.8	15.2	11	51
4 Accounts Receivable Clerk	14.1	15.1	17.3	15.4	8	40
5 Benefits Clerk	15.4	15.9	18.0	16.0	3	3
6 Clerk Typist	13.2	14.1	16.9	16.9	8	108
7 Credit & Collection Clerk	14.0	14.4	16.2	14.7	5	14
8 Customer Service Representative	13.0	16.0	19.2	18.1	6	263
9 File Clerk	10.9	11.3	12.5	11.8	7	64
10 General Clerk	12.5	14.4	18.3	17.2	6	213
11 Mail Clerk	9.6	12.9	15.0	12.8	11	56
12 Payroll Clerk	15.7	16.3	18.2	16.0	9	62
13 Personnel Clerk	16.1	16.3	17.8	16.8	6	24
14 Purchasing Clerk	13.1	15.9	17.6	16.4	7	18
15 Shipping/Receiving Clerk	12.7	13.1	14.6	14.1	3	19
16 Switchboard Operator/Receptionist	13.3	13.5	14.5	14.3	9	42
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.4	17.3	19.3	16.4	7	41
18 Secretary	14.7	16.8	17.2	16.9	11	373
19 Senior Secretary	17.8	18.7	20.0	18.2	12	308
20 Executive Secretary	22.3	23.8	23.9	22.6	13	139
PROFESSIONAL POSITIONS						
21 Buyer	21.5	23.7	27.8	24.0	7	14
22 Purchasing Agent	26.0	30.6	39.0	35.6	10	18
23 Accountant	22.5	25.1	28.1	24.7	6	36
24 Senior Accountant	32.4	33.2	38.5	33.2	6	7
25 Auditor	25.8	29.2	30.8	29.2	3	3
26 Senior Auditor	25.7	30.6	36.4	29.4	3	4
27 Collector	14.0	14.8	15.7	15.4	3	25
28 Compensation Analyst	24.0	26.3	24.4	25.8	3	4
29 Benefits Specialist	14.5	24.8	36.2	24.8	7	7
30 Personnel Assistant	16.2	20.4	19.1	18.5	4	15
31 Training & Development Specialist	33.0	34.4	35.9	34.9	2	3
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.9	13.8	14.7	13.7	7	32
33 Senior Data Entry Operator	13.6	15.3	17.5	13.4	5	82
34 Computer Operator	18.0	19.1	20.7	19.0	14	72
35 Senior Computer Operator	20.7	21.7	25.0	22.5	10	35
36 Programmer	20.9	23.8	29.0	26.8	5	41
37 Systems Analyst	33.6	35.3	39.2	34.8	9	48
38 Programmer/Analyst	28.3	29.8	31.3	32.1	10	99
39 Senior Programmer/Analyst	33.1	37.6	41.6	40.1	9	121
40 PC Specialist	23.2	27.2	28.6	26.0	6	10

Philadelphia - Delaware Valley - Wilmington - Trenton, PA-DE-NJ

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.6	16.2	17.5	15.9	34	153
2 Senior Accounting Clerk	17.7	18.8	20.1	18.7	28	112
3 Accounts Payable Clerk	15.6	17.4	18.7	17.3	37	84
4 Accounts Receivable Clerk	15.9	17.8	19.6	17.8	28	99
5 Benefits Clerk	16.0	17.3	18.4	18.0	13	17
6 Clerk Typist	13.5	14.7	16.0	14.5	23	170
7 Credit & Collection Clerk	15.0	17.0	17.8	18.3	15	31
8 Customer Service Representative	15.7	18.9	22.0	18.6	35	490
9 File Clerk	12.1	13.5	14.6	12.8	26	225
10 General Clerk	13.0	14.4	15.8	13.6	23	134
11 Mail Clerk	13.0	14.4	16.0	14.5	35	126
12 Payroll Clerk	17.4	18.2	19.4	18.3	28	62
13 Personnel Clerk	16.2	17.8	19.8	18.2	13	25
14 Purchasing Clerk	16.3	17.9	19.8	17.7	21	28
15 Shipping/Receiving Clerk	14.0	17.1	19.5	18.1	25	132
16 Switchboard Operator/Receptionist	14.5	16.0	17.2	15.9	50	131
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.4	17.6	18.9	17.1	21	99
18 Secretary	18.0	19.0	20.1	19.6	45	434
19 Senior Secretary	19.7	21.9	22.9	21.5	39	427
20 Executive Secretary	23.0	26.4	29.0	26.0	40	222
PROFESSIONAL POSITIONS						
21 Buyer	24.0	27.6	31.6	27.2	20	50
22 Purchasing Agent	25.5	29.3	32.0	29.2	21	32
23 Accountant	22.2	25.8	27.9	25.4	35	125
24 Senior Accountant	30.3	32.7	34.1	33.2	27	69
25 Auditor	27.0	31.9	33.3	29.9	11	40
26 Senior Auditor	33.2	36.7	40.0	36.8	9	19
27 Collector	19.1	21.1	22.9	19.7	12	63
28 Compensation Analyst	23.7	26.2	28.3	26.2	13	13
29 Benefits Specialist	22.9	29.2	36.0	28.2	20	30
30 Personnel Assistant	22.0	25.2	29.5	26.3	21	27
31 Training & Development Specialist	32.7	37.7	47.5	38.3	16	22
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.7	15.6	16.5	14.6	25	120
33 Senior Data Entry Operator	16.0	17.1	19.3	17.6	12	97
34 Computer Operator	17.0	19.2	20.2	19.7	27	75
35 Senior Computer Operator	19.9	22.9	24.6	24.7	23	115
36 Programmer	22.5	26.2	28.2	25.8	26	91
37 Systems Analyst	32.2	36.1	39.0	36.4	21	60
38 Programmer/Analyst	27.8	32.7	36.2	33.4	24	225
39 Senior Programmer/Analyst	34.1	39.2	42.5	39.7	23	202
40 PC Specialist	25.9	27.1	28.4	27.4	14	29

Phoenix - Scottsdale, AZ

	Min	Avg	Max	W/Avg	Cos	Emple
CLERICAL POSITIONS						
1 Accounting Clerk	14.4	15.3	15.7	15.0	13	34
2 Senior Accounting Clerk	16.9	18.4	20.3	18.8	8	22
3 Accounts Payable Clerk	14.8	16.5	16.7	16.1	8	22
4 Accounts Receivable Clerk	15.0	15.7	18.0	16.3	8	18
5 Benefits Clerk	15.0	16.7	18.2	17.0	6	7
6 Clerk Typist	13.6	14.1	15.0	13.8	4	8
7 Credit & Collection Clerk	15.0	17.9	20.9	18.9	10	24
8 Customer Service Representative	14.5	18.9	25.0	16.1	10	50
9 File Clerk	12.5	13.1	13.5	12.0	6	17
10 General Clerk	12.8	14.2	16.3	14.0	8	102
11 Mail Clerk	12.5	13.6	15.9	13.7	8	13
12 Payroll Clerk	16.0	19.9	22.3	20.4	9	25
13 Personnel Clerk	15.0	17.0	23.0	19.6	8	14
14 Purchasing Clerk	15.6	17.7	19.0	20.5	6	10
15 Shipping/Receiving Clerk	13.5	14.2	14.9	14.7	6	12
16 Switchboard Operator/Receptionist	13.3	14.6	15.6	13.9	17	41
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.1	17.1	18.7	16.9	5	14
18 Secretary	16.3	17.4	18.1	17.0	16	174
19 Senior Secretary	18.9	20.8	22.0	20.7	10	91
20 Executive Secretary	21.9	24.7	26.1	22.0	13	80
PROFESSIONAL POSITIONS						
21 Buyer	21.2	23.6	24.9	23.8	3	7
22 Purchasing Agent	25.3	28.5	29.9	28.8	5	6
23 Accountant	22.6	25.5	27.6	25.9	14	50
24 Senior Accountant	28.5	34.2	42.0	35.6	8	15
25 Auditor	22.5	27.6	33.0	28.4	7	14
26 Senior Auditor	30.3	38.7	39.5	38.8	5	6
27 Collector	16.9	20.4	22.7	22.1	3	64
28 Compensation Analyst	26.0	28.2	34.9	28.2	4	4
29 Benefits Specialist	29.1	33.4	35.6	33.5	3	3
30 Personnel Assistant	21.9	26.3	40.0	22.2	4	9
31 Training & Development Specialist	23.7	33.2	58.0	30.0	8	13
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.5	15.2	17.2	15.8	11	43
33 Senior Data Entry Operator	16.0	16.5	19.0	17.6	4	14
34 Computer Operator	17.3	19.8	20.6	21.5	5	20
35 Senior Computer Operator	22.0	24.0	30.7	25.8	4	20
36 Programmer	24.0	29.2	35.5	32.1	5	16
37 Systems Analyst	33.9	39.5	45.0	41.8	2	14
38 Programmer/Analyst	30.3	34.2	36.0	32.6	7	37
39 Senior Programmer/Analyst	38.0	39.0	41.0	38.3	9	45
40 PC Specialist	30.1	35.5	40.9	35.5	2	2

Pittsburgh, PA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.9	16.5	20.1	15.2	20	52
2 Senior Accounting Clerk	15.7	20.6	24.0	18.1	17	49
3 Accounts Payable Clerk	13.4	15.4	15.9	15.2	8	21
4 Accounts Receivable Clerk	13.8	15.8	16.9	15.4	9	23
5 Benefits Clerk	16.5	19.9	26.3	20.0	4	7
6 Clerk Typist	11.8	14.5	15.7	14.6	10	22
7 Credit & Collection Clerk	14.3	18.7	21.3	21.2	7	10
8 Customer Service Representative	18.2	21.5	24.2	23.1	6	167
9 File Clerk	13.2	16.7	23.0	16.6	4	10
10 General Clerk	12.9	14.5	14.7	14.1	14	98
11 Mail Clerk	11.4	14.0	17.0	14.2	14	39
12 Payroll Clerk	17.0	20.5	26.6	19.2	12	17
13 Personnel Clerk	15.0	15.2	15.3	15.2	2	2
14 Purchasing Clerk	14.9	15.7	19.7	15.6	8	10
15 Shipping/Receiving Clerk	14.5	16.9	19.8	16.4	7	24
16 Switchboard Operator/Receptionist	13.4	16.0	19.5	16.6	23	43
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.3	17.7	20.4	18.7	10	21
18 Secretary	15.3	17.3	17.7	16.1	21	401
19 Senior Secretary	16.3	18.9	20.3	18.4	17	368
20 Executive Secretary	19.3	22.9	27.0	22.2	18	76
PROFESSIONAL POSITIONS						
21 Buyer	17.4	27.7	33.2	28.5	7	17
22 Purchasing Agent	28.8	35.6	43.2	35.6	4	4
23 Accountant	20.3	24.6	25.7	26.8	9	24
24 Senior Accountant	22.6	30.6	33.5	31.4	5	10
25 Auditor	21.0	25.2	32.7	23.9	3	5
26 Senior Auditor	31.3	32.3	32.9	31.9	3	5
27 Collector	18.8	23.2	28.7	23.3	3	3
28 Compensation Analyst	26.3	28.4	31.6	28.5	3	3
29 Benefits Specialist	18.6	19.4	21.2	19.8	3	4
31 Training & Development Specialist	20.0	23.6	29.1	24.3	4	5
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.0	17.9	21.7	16.7	7	16
33 Senior Data Entry Operator	17.1	20.4	28.0	19.5	8	10
34 Computer Operator	16.2	18.8	22.3	17.6	15	33
35 Senior Computer Operator	17.2	19.3	20.7	18.8	7	14
36 Programmer	27.0	28.9	33.0	29.8	8	20
37 Systems Analyst	21.2	29.3	47.4	32.9	4	5
38 Programmer/Analyst	27.5	27.6	29.3	28.4	9	22
39 Senior Programmer/Analyst	24.3	33.0	39.9	34.0	10	22
40 PC Specialist	24.2	29.0	41.1	29.0	4	4

Portland - Salem, OR

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.0	16.2	18.0	16.7	19	38
2 Senior Accounting Clerk	16.9	19.9	20.5	19.9	13	35
3 Accounts Payable Clerk	15.4	16.7	18.8	18.0	17	72
4 Accounts Receivable Clerk	16.7	17.6	19.7	18.7	14	47
5 Benefits Clerk	19.3	18.4	22.4	17.1	4	5
6 Clerk-Typist	14.7	15.7	21.7	16.9	6	37
7 Credit & Collection Clerk	18.3	18.9	21.1	18.5	12	49
8 Customer Service Representative	17.4	18.6	20.5	18.4	14	67
9 File Clerk	10.9	12.3	16.0	13.2	10	27
10 General Clerk	12.6	13.2	14.1	13.5	13	79
11 Mail Clerk	11.6	13.1	14.6	13.7	15	30
12 Payroll Clerk	17.3	19.1	20.5	19.0	18	26
13 Personnel Clerk	16.6	18.0	18.5	19.6	6	12
14 Purchasing Clerk	14.6	15.9	17.4	18.8	12	60
15 Shipping/Receiving Clerk	14.6	15.9	18.9	20.2	13	62
16 Switchboard Operator/Receptionist	13.5	15.0	16.6	15.5	29	63
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.8	15.9	18.0	15.4	12	26
18 Secretary	16.5	18.0	21.4	19.0	20	199
19 Senior Secretary	19.1	21.7	25.0	21.4	20	87
20 Executive Secretary	21.7	25.8	31.2	24.8	20	51
PROFESSIONAL POSITIONS						
21 Buyer	19.3	27.7	35.8	30.7	8	28
22 Purchasing Agent	26.6	32.1	47.8	35.0	6	15
23 Accountant	21.0	23.8	26.0	24.8	16	37
24 Senior Accountant	24.0	30.4	37.2	33.5	11	19
25 Auditor	27.0	31.6	39.0	31.4	4	7
26 Senior Auditor	30.4	34.4	38.4	34.4	2	2
27 Collector	17.3	20.5	23.7	22.1	2	8
29 Benefits Specialist	26.4	27.2	27.4	27.3	4	6
30 Personnel Assistant	22.2	26.5	30.0	26.0	12	17
31 Training & Development Specialist	25.5	30.8	35.0	30.8	6	6
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.6	15.7	16.5	15.6	15	61
33 Senior Data Entry Operator	16.5	17.3	17.6	16.8	7	15
34 Computer Operator	16.5	18.9	21.8	19.0	15	36
35 Senior Computer Operator	21.0	23.1	24.2	22.8	11	26
36 Programmer	24.0	23.9	25.2	23.7	4	14
37 Systems Analyst	35.8	38.2	40.8	37.6	6	7
38 Programmer/Analyst	29.5	33.3	38.2	31.6	9	7
39 Senior Programmer/Analyst	34.8	37.9	42.2	36.0	10	54
40 PC Specialist	21.4	26.5	33.9	26.4	5	5

Raleigh - Durham - Research Triangle, NC

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.0	15.9	17.9	17.2	2	6
2 Senior Accounting Clerk	14.4	17.2	20.1	16.6	2	8
3 Accounts Payable Clerk	15.9	16.7	17.9	16.9	6	14
4 Accounts Receivable Clerk	**16.4**	**17.2**	**18.0**	**17.2**	**2**	**2**
8 Customer Service Representative	**17.9**	**18.4**	**19.0**	**17.9**	**2**	**149**
10 General Clerk	**13.3**	**14.6**	**17.1**	**14.3**	**3**	**55**
11 Mail Clerk	**12.6**	**13.4**	**16.0**	**12.9**	**4**	**10**
12 Payroll Clerk	14.8	16.6	19.7	16.9	4	5
13 Personnel Clerk	13.8	14.1	14.4	14.2	2	3
14 Purchasing Clerk	15.4	16.4	17.4	16.4	2	2
15 Shipping/Receiving Clerk	12.3	14.8	17.3	14.3	2	5
16 Switchboard Operator/Receptionist	14.0	14.1	15.1	14.4	6	11
SECRETARIAL POSITIONS						
17 Word Processing Operator	13.0	14.8	16.0	15.1	3	4
18 Secretary	16.1	17.8	19.4	17.5	5	36
19 Senior Secretary	16.7	20.8	25.5	18.6	3	12
20 Executive Secretary	22.4	26.8	32.0	25.7	4	13
PROFESSIONAL POSITIONS						
23 Accountant	24.0	26.6	27.2	26.5	5	13
25 Auditor	19.5	24.7	31.6	26.4	3	4
30 Personnel Assistant	17.3	21.4	24.0	21.2	3	6
31 Training & Development Specialist	27.5	33.4	37.6	31.9	3	4
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.2	14.4	15.8	13.4	3	53
33 Senior Data Entry Operator	16.2	17.0	17.8	17.5	2	15
34 Computer Operator	15.2	15.8	18.6	16.9	4	20
35 Senior Computer Operator	18.8	21.0	23.7	22.2	3	14
36 Programmer	25.9	28.6	31.4	30.6	2	22
38 Programmer/Analyst	21.5	24.5	27.8	27.1	3	13
39 Senior Programmer/Analyst	31.7	36.0	42.3	32.2	3	22

Reading, PA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.6	16.9	18.9	17.0	11	32
2 Senior Accounting Clerk	19.6	20.4	20.8	20.6	5	10
3 Accounts Payable Clerk	14.6	15.8	17.0	16.1	9	24
4 Accounts Receivable Clerk	12.5	15.0	18.1	15.2	6	20
5 Benefits Clerk	17.4	18.6	21.0	18.8	4	5
6 Clerk Typist	13.8	14.1	14.5	13.9	3	13
7 Credit & Collection Clerk	18.1	17.8	20.5	17.6	4	8
8 Customer Service Representative	15.8	19.2	22.4	17.1	10	59
10 General Clerk	12.6	13.0	13.5	13.5	6	34
11 Mail Clerk	12.8	15.1	17.9	14.1	6	11
12 Payroll Clerk	15.5	17.9	19.1	17.2	9	15
13 Personnel Clerk	14.2	15.9	18.2	15.2	8	10
14 Purchasing Clerk	12.8	14.8	16.1	15.0	7	9
15 Shipping/Receiving Clerk	13.5	16.5	18.6	16.0	7	21
16 Switchboard Operator/Receptionist	13.7	15.0	17.8	14.1	16	31
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.0	16.5	17.2	16.2	5	17
18 Secretary	15.6	16.9	18.4	17.0	10	46
19 Senior Secretary	17.7	19.9	22.8	18.2	8	54
20 Executive Secretary	19.5	22.1	24.1	22.7	7	31
PROFESSIONAL POSITIONS						
21 Buyer	24.1	26.1	26.3	26.1	5	5
22 Purchasing Agent	32.9	32.4	34.0	32.4	5	5
23 Accountant	21.2	23.8	27.0	23.4	9	15
24 Senior Accountant	21.0	29.1	36.0	29.5	5	9
25 Auditor	18.5	25.2	35.0	25.2	3	3
26 Senior Auditor	23.0	27.4	34.5	27.4	3	3
27 Collector	20.5	19.1	21.4	19.7	4	7
29 Benefits Specialist	22.5	27.7	31.5	28.4	6	9
30 Personnel Assistant	21.0	25.3	28.2	25.5	5	7
DATA PROCESSING POSITIONS						
32 Data Entry Operator	10.7	12.8	14.5	12.7	7	42
33 Senior Data Entry Operator	13.0	15.6	17.5	16.1	3	11
34 Computer Operator	16.0	17.6	18.3	17.7	10	19
35 Senior Computer Operator	20.0	21.5	22.0	20.9	5	11
36 Programmer	24.9	27.2	35.5	27.8	4	11
37 Systems Analyst	24.4	26.7	39.1	26.7	4	4
38 Programmer/Analyst	28.6	31.0	35.9	31.1	6	24
39 Senior Programmer/Analyst	39.5	40.2	43.3	42.5	5	30

Richmond, VA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.0	16.3	18.2	16.4	14	47
2 Senior Accounting Clerk	16.0	18.1	19.7	18.3	14	48
3 Accounts Payable Clerk	16.6	17.5	18.9	17.5	11	26
4 Accounts Receivable Clerk	16.0	18.8	19.6	18.2	9	27
5 Benefits Clerk	16.0	21.8	33.5	16.2	4	44
6 Clerk Typist	13.0	13.8	14.5	14.8	10	73
7 Credit & Collection Clerk	14.0	15.9	17.9	17.4	6	90
8 Customer Service Representative	14.7	16.8	17.9	17.3	7	260
9 File Clerk	12.0	12.9	13.5	14.1	11	80
10 General Clerk	12.6	14.4	15.9	13.4	11	198
11 Mail Clerk	11.6	13.5	14.7	12.8	17	93
12 Payroll Clerk	17.2	18.8	19.9	18.8	8	35
13 Personnel Clerk	14.6	17.3	19.9	18.5	7	28
14 Purchasing Clerk	15.8	17.7	19.1	18.0	7	24
15 Shipping/Receiving Clerk	13.0	14.0	13.8	16.2	6	24
16 Switchboard Operator/Receptionist	14.7	15.7	16.5	16.0	20	49
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.0	17.0	19.4	17.5	16	111
18 Secretary	17.1	18.8	20.5	19.2	18	169
19 Senior Secretary	18.6	20.4	22.9	21.0	19	364
20 Executive Secretary	23.6	25.8	26.4	24.3	20	154
PROFESSIONAL POSITIONS						
21 Buyer	22.4	24.0	26.0	23.3	3	5
22 Purchasing Agent	24.4	28.8	34.0	29.4	6	10
23 Accountant	23.5	25.8	28.1	27.6	14	71
24 Senior Accountant	28.5	36.3	46.9	37.8	7	61
25 Auditor	27.0	30.0	32.2	32.5	5	36
26 Senior Auditor	35.3	36.4	38.0	37.8	6	26
27 Collector	20.8	21.4	27.2	23.5	4	89
28 Compensation Analyst	29.7	32.6	35.3	27.3	6	18
29 Benefits Specialist	21.0	26.3	28.9	23.4	9	35
30 Personnel Assistant	20.1	21.8	24.0	21.6	7	16
31 Training & Development Specialist	26.3	28.4	30.9	26.3	8	30
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.6	14.6	16.5	15.0	13	79
33 Senior Data Entry Operator	16.0	17.6	20.0	17.5	8	32
34 Computer Operator	16.8	18.4	20.2	17.9	14	40
35 Senior Computer Operator	19.1	21.6	22.5	20.1	9	34
36 Programmer	23.1	25.2	26.8	26.6	9	45
37 Systems Analyst	32.3	36.1	39.0	39.2	10	45
38 Programmer/Analyst	28.0	30.7	32.0	31.9	14	102
39 Senior Programmer/Analyst	35.4	36.7	38.2	37.3	13	36
40 PC Specialist	29.9	30.3	33.0	31.4	9	15

Roanoke, VA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	12.3	14.5	22.0	13.3	4	32
2 Senior Accounting Clerk	24.7	25.2	31.6	20.5	4	9
3 Accounts Payable Clerk	13.5	16.6	21.9	18.5	4	19
4 Accounts Receivable Clerk	13.5	19.9	27.3	21.7	4	8
6 Clerk Typist	8.7	13.7	18.8	15.4	2	3
8 Customer Service Representative	12.9	15.9	19.0	18.4	2	41
10 General Clerk	14.3	14.4	14.5	14.5	2	9
11 Mail Clerk	10.2	12.4	16.3	12.5	3	11
12 Payroll Clerk	16.0	19.1	24.1	21.4	5	12
13 Personnel Clerk	13.7	18.9	22.0	19.1	3	7
14 Purchasing Clerk	20.2	22.4	24.4	21.9	3	4
16 Switchboard Operator/Receptionist	12.0	13.4	19.1	13.1	4	5
SECRETARIAL POSITIONS						
17 Word Processing Operator	12.0	12.0	12.0	12.0	2	4
18 Secretary	14.8	18.0	22.2	19.0	7	24
19 Senior Secretary	22.4	23.2	26.9	23.4	4	35
20 Executive Secretary	22.5	25.2	29.2	27.8	4	21
PROFESSIONAL POSITIONS						
22 Purchasing Agent	40.4	43.2	46.0	43.2	2	2
23 Accountant	20.0	28.0	41.7	26.8	3	8
24 Senior Accountant	28.0	38.7	49.4	35.2	2	3
27 Collector	25.9	26.7	27.5	26.3	2	4
29 Benefits Specialist	16.0	28.7	36.5	25.6	3	4
30 Personnel Assistant	33.8	35.1	36.4	34.3	2	6
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.6	14.8	15.0	14.8	5	6
33 Senior Data Entry Operator	16.6	17.0	22.4	20.6	4	12
34 Computer Operator	13.0	14.6	15.9	14.8	3	8
35 Senior Computer Operator	20.5	25.3	30.1	28.9	2	8
36 Programmer	23.2	27.6	31.9	25.4	2	4
38 Programmer/Analyst	29.5	33.6	41.0	30.3	3	16
39 Senior Programmer/Analyst	32.4	41.1	49.8	35.3	2	6

Sacramento, CA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.1	17.6	19.9	17.7	7	57
2 Senior Accounting Clerk	20.3	20.8	21.5	20.5	6	25
4 Accounts Receivable Clerk	15.6	16.2	16.8	16.4	2	3
6 Clerk Typist	15.4	16.0	16.8	16.1	4	54
7 Credit & Collection Clerk	19.6	19.5	20.8	19.7	4	18
8 Customer Service Representative	16.2	17.0	17.8	17.4	2	9
9 File Clerk	13.0	13.7	14.6	12.7	5	31
10 General Clerk	16.0	16.0	16.0	16.0	2	217
11 Mail Clerk	13.5	14.4	15.1	13.6	6	20
12 Payroll Clerk	19.2	20.0	20.1	19.6	5	26
13 Personnel Clerk	19.3	19.6	20.4	19.4	4	9
14 Purchasing Clerk	18.1	19.4	21.5	18.3	4	11
15 Shipping/Receiving Clerk	14.8	16.5	19.1	17.6	4	26
16 Switchboard Operator/Receptionist	15.6	16.3	17.0	16.2	5	38
SECRETARIAL POSITIONS						
17 Word Processing Operator	18.9	20.5	22.7	20.5	3	23
18 Secretary	18.3	18.8	19.7	19.8	6	175
19 Senior Secretary	21.4	21.7	22.4	21.1	6	65
20 Executive Secretary	25.0	26.4	27.5	26.0	7	39
PROFESSIONAL POSITIONS						
21 Buyer	21.1	21.4	21.6	21.5	2	4
23 Accountant	24.0	26.4	28.9	28.1	2	12
27 Collector	24.2	24.6	25.0	24.3	2	9
DATA PROCESSING POSITIONS						
32 Data Entry Operator	16.3	16.7	16.9	16.5	5	12
33 Senior Data Entry Operator	18.2	20.1	25.6	19.5	4	9
34 Computer Operator	15.8	19.0	20.9	20.3	6	40
35 Senior Computer Operator	20.8	21.2	23.0	21.2	6	12
36 Programmer	26.5	27.5	28.5	28.2	2	7
37 Systems Analyst	31.2	33.9	42.3	34.9	4	7
38 Programmer/Analyst	22.8	26.5	28.9	26.9	5	15
39 Senior Programmer/Analyst	31.9	36.5	39.7	35.0	5	34
40 PC Specialist	30.5	30.7	30.9	30.7	2	2

San Diego, CA

	Min	Avg	Max	Wt/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.8	17.0	17.2	17.1	5	23
2 Senior Accounting Clerk	20.9	22.0	24.6	21.3	4	9
3 Accounts Payable Clerk	18.0	19.0	20.2	18.8	8	23
4 Accounts Receivable Clerk	17.2	19.3	20.6	18.6	6	14
5 Benefits Clerk	17.0	21.5	23.7	21.4	3	3
6 Clerk Typist	16.2	18.1	20.0	19.3	2	12
7 Credit & Collection Clerk	15.9	17.8	19.6	16.5	2	6
8 Customer Service Representative	17.8	19.3	20.8	19.7	7	47
9 File Clerk	12.9	14.4	14.6	14.0	5	33
10 General Clerk	14.6	15.2	16.2	15.0	3	19
11 Mail Clerk	13.8	14.9	15.5	14.7	5	13
12 Payroll Clerk	19.1	19.6	20.2	19.5	8	18
13 Personnel Clerk	20.7	22.5	24.2	22.1	3	9
14 Purchasing Clerk	19.3	19.7	20.8	19.8	5	9
15 Shipping/Receiving Clerk	18.1	18.8	21.6	18.0	4	18
16 Switchboard Operator/Receptionist	15.7	16.8	17.8	16.6	9	23
SECRETARIAL POSITIONS						
17 Word Processing Operator	17.7	19.9	22.1	21.1	6	17
18 Secretary	19.1	21.0	23.3	22.1	8	31
19 Senior Secretary	21.8	24.1	25.0	23.1	9	72
20 Executive Secretary	27.7	29.7	33.2	26.0	9	48
PROFESSIONAL POSITIONS						
21 Buyer	29.4	29.9	31.4	30.5	7	21
23 Accountant	23.5	26.9	29.3	25.4	6	33
24 Senior Accountant	33.2	35.8	38.2	34.7	5	20
27 Collector	18.9	20.7	22.0	21.0	3	28
28 Compensation Analyst	39.0	39.5	44.5	39.5	4	4
29 Benefits Specialist	26.1	33.2	46.3	33.2	4	4
30 Personnel Assistant	28.9	29.8	32.2	30.4	4	8
31 Training & Development Specialist	40.0	40.1	41.5	40.1	4	4
DATA PROCESSING POSITIONS						
32 Data Entry Operator	17.2	18.0	18.0	17.6	7	19
33 Senior Data Entry Operator	20.2	22.7	28.0	21.1	4	11
34 Computer Operator	19.2	21.3	25.3	21.2	7	24
35 Senior Computer Operator	24.5	27.3	26.9	25.5	6	16
36 Programmer	31.2	34.1	37.2	34.9	8	30
37 Systems Analyst	40.3	39.1	42.6	39.8	5	16
38 Programmer/Analyst	34.7	35.6	36.6	38.0	9	56
39 Senior Programmer/Analyst	41.0	43.6	46.7	44.0	7	61
40 PC Specialist	22.8	30.6	35.3	30.9	3	7

San Francisco - Oakland - San Jose, CA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	18.2	20.1	21.6	20.3	37	166
2 Senior Accounting Clerk	21.6	24.0	26.0	23.1	33	175
3 Accounts Payable Clerk	18.5	20.8	22.1	20.0	35	137
4 Accounts Receivable Clerk	18.7	21.6	25.0	21.4	28	79
5 Benefits Clerk	16.9	21.9	28.3	19.9	10	17
6 Clerk Typist	16.2	18.0	19.7	18.3	22	86
7 Credit & Collection Clerk	19.3	21.0	22.3	22.2	18	47
8 Customer Service Representative	18.4	21.0	22.0	20.1	26	253
9 File Clerk	14.5	16.4	18.0	17.2	27	177
10 General Clerk	16.6	18.0	19.1	17.3	23	108
11 Mail Clerk	15.3	17.4	18.7	18.3	30	135
12 Payroll Clerk	21.0	23.7	27.0	22.4	31	82
13 Personnel Clerk	18.6	21.0	23.0	22.5	18	51
14 Purchasing Clerk	19.8	21.5	23.8	22.1	28	50
15 Shipping/Receiving Clerk	16.5	19.6	22.5	19.6	19	62
16 Switchboard Operator/Receptionist	17.4	19.6	21.7	20.7	55	128
SECRETARIAL POSITIONS						
17 Word Processing Operator	21.6	24.2	25.7	23.6	23	66
18 Secretary	20.6	22.9	25.4	24.4	49	308
19 Senior Secretary	24.2	26.3	28.2	26.6	45	603
20 Executive Secretary	27.5	30.4	33.7	30.9	51	507
PROFESSIONAL POSITIONS						
21 Buyer	29.1	33.6	38.1	34.8	18	83
22 Purchasing Agent	33.6	38.4	44.3	41.1	14	52
23 Accountant	27.0	30.9	33.9	30.1	30	111
24 Senior Accountant	33.0	36.5	41.4	37.9	20	56
25 Auditor	28.6	31.1	35.3	28.3	8	84
26 Senior Auditor	33.6	41.3	47.7	35.7	7	63
27 Collector	23.0	25.3	27.6	23.5	7	34
28 Compensation Analyst	33.0	36.2	39.6	39.1	10	15
29 Benefits Specialist	26.0	30.9	34.6	30.2	12	24
30 Personnel Assistant	23.2	29.1	33.5	31.2	19	56
31 Training & Development Specialist	29.5	32.9	33.0	38.0	5	17
DATA PROCESSING POSITIONS						
32 Data Entry Operator	17.1	18.7	20.4	19.2	29	301
33 Senior Data Entry Operator	20.2	22.6	25.2	21.5	19	48
34 Computer Operator	21.5	23.0	25.3	25.4	29	81
35 Senior Computer Operator	25.0	27.7	30.8	30.0	25	90
36 Programmer	29.1	32.2	36.0	39.9	16	140
37 Systems Analyst	38.8	41.5	46.1	42.4	17	96
38 Programmer/Analyst	31.8	35.1	38.0	36.8	25	158
39 Senior Programmer/Analyst	41.4	44.7	48.9	45.6	28	162
40 PC Specialist	27.8	31.0	35.0	31.0	13	17

Seattle - Tacoma, WA

	Min	Avg	Max	W/Avg	Cos	Emple
CLERICAL POSITIONS						
1 Accounting Clerk	15.9	17.5	18.2	16.9	25	65
2 Senior Accounting Clerk	20.0	22.3	25.0	22.0	21	46
3 Accounts Payable Clerk	16.8	19.0	20.0	18.3	24	35
4 Accounts Receivable Clerk	16.5	18.2	20.0	17.9	16	29
5 Benefits Clerk	15.6	16.4	17.6	16.8	7	10
6 Clerk Typist	14.0	15.2	16.3	15.4	13	20
7 Credit & Collection Clerk	15.2	16.7	17.8	16.8	11	22
8 Customer Service Representative	17.1	20.0	21.5	18.6	23	136
9 File Clerk	12.9	14.2	15.8	14.0	23	37
10 General Clerk	14.0	15.4	16.5	17.3	23	60
11 Mail Clerk	12.9	15.7	17.2	15.3	23	41
12 Payroll Clerk	17.4	19.0	20.5	18.8	20	24
13 Personnel Clerk	17.0	19.0	19.2	19.0	10	10
14 Purchasing Clerk	15.3	18.0	20.8	18.4	12	15
15 Shipping/Receiving Clerk	14.7	16.4	16.7	16.6	14	33
16 Switchboard Operator/Receptionist	15.1	16.7	18.1	16.7	42	64
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.4	19.2	21.9	19.5	18	44
18 Secretary	17.5	19.8	20.5	19.9	34	91
19 Senior Secretary	20.9	23.3	24.4	23.1	27	94
20 Executive Secretary	24.1	28.2	32.0	27.2	31	64
PROFESSIONAL POSITIONS						
21 Buyer	19.8	23.3	25.0	28.6	11	54
22 Purchasing Agent	23.5	31.8	35.4	33.4	7	11
23 Accountant	22.5	26.7	29.1	25.4	21	40
24 Senior Accountant	29.5	32.0	36.0	33.0	17	35
25 Auditor	20.2	30.1	39.0	30.1	5	5
26 Senior Auditor	29.1	31.0	32.9	31.7	2	3
27 Collector	20.7	21.1	22.5	21.3	5	23
28 Compensation Analyst	29.4	31.8	34.6	31.8	5	5
29 Benefits Specialist	21.9	28.7	34.1	27.0	9	12
30 Personnel Assistant	20.4	24.9	28.8	25.2	11	13
31 Training & Development Specialist	31.0	35.1	42.3	35.1	4	4
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.4	16.0	17.1	16.1	17	45
33 Senior Data Entry Operator	17.3	19.3	22.2	18.9	12	24
34 Computer Operator	17.4	19.6	22.1	19.9	14	30
35 Senior Computer Operator	20.5	24.3	27.6	23.4	13	16
36 Programmer	23.1	26.1	29.0	26.1	9	12
37 Systems Analyst	26.9	33.3	41.0	33.3	7	7
38 Programmer/Analyst	28.0	32.3	36.0	34.5	15	56
39 Senior Programmer/Analyst	34.5	38.6	42.2	38.5	12	18
40 PC Specialist	24.6	28.2	34.0	27.9	10	12

South Bend - Mishawaka, IN

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.5	15.2	16.4	15.8	17	41
2 Senior Accounting Clerk	15.6	18.9	21.2	20.9	14	23
3 Accounts Payable Clerk	14.6	16.4	18.7	16.8	19	39
4 Accounts Receivable Clerk	15.2	16.0	17.7	16.1	13	22
5 Benefits Clerk	14.7	16.1	18.3	16.6	4	5
6 Clerk-Typist	11.7	13.5	15.5	13.4	11	27
7 Credit & Collection Clerk	13.4	15.9	18.1	17.9	10	31
8 Customer Service Representative	13.9	16.0	18.0	16.6	12	71
9 File Clerk	10.6	11.4	11.6	11.6	6	20
10 General Clerk	11.3	12.3	13.7	12.6	10	46
11 Mail Clerk	11.4	12.8	14.6	12.6	9	20
12 Payroll Clerk	17.2	17.8	18.9	18.3	14	26
13 Personnel Clerk	13.7	15.7	17.0	15.7	11	11
14 Purchasing Clerk	15.2	17.5	18.7	18.1	13	19
15 Shipping/Receiving Clerk	12.2	15.4	17.8	14.5	9	21
16 Switchboard Operator/Receptionist	12.0	13.8	14.4	14.4	29	62
SECRETARIAL POSITIONS						
17 Word Processing Operator	14.0	16.4	18.0	16.4	13	35
18 Secretary	13.4	15.7	17.0	15.6	21	158
19 Senior Secretary	15.9	18.3	19.6	17.7	16	167
20 Executive Secretary	18.1	20.5	23.0	21.2	24	75
PROFESSIONAL POSITIONS						
21 Buyer	18.5	21.0	21.0	23.0	8	28
22 Purchasing Agent	20.6	25.1	32.3	25.1	6	6
23 Accountant	21.0	23.8	26.2	21.8	14	31
24 Senior Accountant	30.2	33.4	40.6	31.9	8	13
25 Auditor	17.8	23.8	29.7	25.8	2	3
26 Senior Auditor	38.3	41.5	44.7	41.5	2	4
27 Collector	15.4	17.2	18.3	16.2	5	15
28 Compensation Analyst	18.7	21.3	23.9	21.3	2	2
29 Benefits Specialist	20.8	25.8	42.9	25.8	4	4
30 Personnel Assistant	19.4	22.8	24.3	22.8	13	13
31 Training & Development Specialist	29.1	31.3	36.4	29.8	5	6
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.2	13.5	14.9	13.4	13	26
33 Senior Data Entry Operator	16.7	20.7	25.5	19.9	5	9
34 Computer Operator	14.2	15.4	17.0	16.2	15	59
35 Senior Computer Operator	19.0	20.8	21.8	20.8	7	23
36 Programmer	20.7	22.8	24.1	23.0	7	9
37 Systems Analyst	30.5	33.8	34.5	34.9	6	32
38 Programmer/Analyst	26.7	27.3	29.7	29.2	8	45
39 Senior Programmer/Analyst	36.6	39.3	42.0	37.3	5	55
40 PC Specialist	26.4	32.6	40.9	32.0	[illegible]	8

St. Louis, MO

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.5	15.8	17.3	17.3	22	194
2 Senior Accounting Clerk	16.7	18.4	20.7	20.9	20	165
3 Accounts Payable Clerk	14.5	16.4	17.6	16.6	16	64
4 Accounts Receivable Clerk	14.6	16.1	18.0	15.8	9	19
5 Benefits Clerk	13.1	17.0	19.6	17.5	11	17
6 Clerk Typist	12.7	14.4	16.5	14.6	19	276
7 Credit & Collection Clerk	14.5	16.0	18.0	16.0	11	20
8 Customer Service Representative	15.1	17.8	19.4	17.3	16	142
9 File Clerk	10.6	12.1	13.5	12.2	12	36
10 General Clerk	11.9	13.9	16.2	12.9	18	319
11 Mail Clerk	12.3	13.2	14.2	13.2	26	84
12 Payroll Clerk	14.6	17.3	20.1	17.1	20	60
13 Personnel Clerk	13.5	16.3	19.5	16.0	12	16
14 Purchasing Clerk	14.2	15.9	16.5	16.0	13	21
15 Shipping/Receiving Clerk	13.6	15.3	16.2	14.9	13	53
16 Switchboard Operator/Receptionist	13.2	15.3	17.0	14.8	28	156
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.0	16.3	17.8	15.5	15	493
18 Secretary	15.0	16.9	18.4	17.8	28	677
19 Senior Secretary	16.8	19.5	21.8	19.3	27	611
20 Executive Secretary	20.3	23.5	26.6	21.1	25	225
PROFESSIONAL POSITIONS						
21 Buyer	21.0	23.9	27.1	28.7	17	46
22 Purchasing Agent	24.8	32.1	37.5	38.2	12	25
23 Accountant	21.4	25.6	29.7	28.5	20	128
24 Senior Accountant	26.7	30.7	38.4	32.4	12	26
25 Auditor	24.3	26.7	30.1	26.2	12	46
26 Senior Auditor	28.6	33.6	35.9	33.3	10	23
27 Collector	16.6	17.3	18.6	16.8	3	67
28 Compensation Analyst	21.2	28.9	38.4	29.7	6	8
29 Benefits Specialist	22.8	26.7	28.7	26.2	7	11
30 Personnel Assistant	20.5	23.4	26.1	24.2	15	21
31 Training & Development Specialist	27.2	29.7	33.2	29.4	6	7
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.3	14.7	16.2	14.0	17	219
33 Senior Data Entry Operator	15.8	18.3	20.1	17.3	11	68
34 Computer Operator	16.7	18.6	20.5	18.0	20	67
35 Senior Computer Operator	20.0	22.6	24.8	21.8	16	39
36 Programmer	20.6	23.0	26.0	23.9	13	49
37 Systems Analyst	26.5	33.2	39.5	35.4	12	54
38 Programmer/Analyst	28.0	29.6	33.4	29.9	20	101
39 Senior Programmer/Analyst	33.0	34.6	38.0	33.9	20	79
40 PC Specialist	23.4	27.0	28.8	26.3	11	15

Stamford - Bridgeport - Southern Connecticut

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	18.6	20.0	22.1	19.6	11	47
2 Senior Accounting Clerk	19.6	21.5	22.7	21.5	10	45
3 Accounts Payable Clerk	18.0	20.9	24.7	20.1	12	33
4 Accounts Receivable Clerk	19.5	21.1	21.4	21.2	9	18
5 Benefits Clerk	18.5	20.3	22.1	20.3	2	2
6 Clerk Typist	15.3	17.3	18.2	17.4	10	20
7 Credit & Collection Clerk	21.3	21.9	23.4	21.8	4	18
8 Customer Service Representative	20.0	20.9	22.4	20.4	12	85
9 File Clerk	15.6	17.1	17.7	16.7	7	31
10 General Clerk	16.4	18.3	19.7	16.9	5	24
11 Mail Clerk	14.9	15.9	18.3	16.0	16	34
12 Payroll Clerk	18.9	21.2	22.7	20.8	11	31
13 Personnel Clerk	21.0	22.1	24.0	21.8	6	15
14 Purchasing Clerk	17.6	20.4	22.7	20.5	6	14
15 Shipping/Receiving Clerk	17.6	20.2	23.0	18.3	8	20
16 Switchboard Operator/Receptionist	17.5	18.2	19.9	18.4	19	41
SECRETARIAL POSITIONS						
17 Word Processing Operator	20.0	20.7	22.5	19.5	5	14
18 Secretary	20.6	22.1	23.6	21.9	16	155
19 Senior Secretary	23.7	25.8	28.6	24.6	15	111
20 Executive Secretary	27.9	32.2	35.4	29.8	14	136
PROFESSIONAL POSITIONS						
21 Buyer	28.1	33.6	32.0	38.0	5	7
22 Purchasing Agent	29.4	35.4	40.6	33.3	5	10
23 Accountant	25.1	28.3	31.0	28.1	13	32
24 Senior Accountant	33.4	37.2	41.0	36.8	11	27
25 Auditor	27.5	32.7	45.0	29.3	4	8
26 Senior Auditor	41.3	48.1	55.0	45.9	2	3
27 Collector	24.2	25.6	27.0	24.5	2	12
28 Compensation Analyst	31.0	34.9	38.6	35.0	3	3
29 Benefits Specialist	30.5	33.4	38.0	33.4	5	5
30 Personnel Assistant	27.6	30.6	33.9	30.5	9	11
31 Training & Development Specialist	31.7	35.0	38.4	33.4	2	4
DATA PROCESSING POSITIONS						
32 Data Entry Operator	16.2	18.2	19.6	17.6	7	34
33 Senior Data Entry Operator	19.0	21.5	23.0	20.1	6	10
34 Computer Operator	20.6	22.4	24.1	22.0	11	39
35 Senior Computer Operator	25.1	27.6	30.3	26.7	8	17
36 Programmer	28.3	29.6	32.4	29.1	6	21
37 Systems Analyst	38.0	41.3	49.8	43.1	4	12
38 Programmer/Analyst	32.9	34.8	38.5	33.3	7	37
39 Senior Programmer/Analyst	39.7	42.6	45.2	41.5	10	43
40 PC Specialist	39.2	40.3	49.1	40.3	5	5

Syracuse, NY

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	13.8	15.9	18.0	16.9	9	31
2 Senior Accounting Clerk	18.7	19.8	21.3	18.9	7	69
3 Accounts Payable Clerk	15.5	15.8	16.3	15.5	4	39
4 Accounts Receivable Clerk	16.4	16.6	16.7	16.5	5	26
5 Benefits Clerk	17.1	18.3	21.4	19.4	4	8
6 Clerk Typist	12.1	13.1	13.1	13.3	5	29
7 Credit & Collection Clerk	17.9	17.3	18.0	16.9	5	20
8 Customer Service Representative	15.0	18.2	20.9	18.3	10	131
9 File Clerk	11.5	12.5	14.3	12.4	8	29
10 General Clerk	12.7	14.0	16.1	13.9	6	157
11 Mail Clerk	11.2	11.5	12.4	11.9	10	40
12 Payroll Clerk	16.1	17.7	20.2	17.5	7	10
13 Personnel Clerk	15.2	18.5	23.5	19.9	4	13
14 Purchasing Clerk	17.6	19.0	19.9	19.0	3	14
15 Shipping/Receiving Clerk	15.8	15.9	17.1	17.3	5	15
16 Switchboard Operator/Receptionist	15.0	15.4	16.4	15.4	12	22
SECRETARIAL POSITIONS						
17 Word Processing Operator	13.4	14.9	16.8	16.1	10	48
18 Secretary	15.2	16.6	18.0	16.9	13	99
19 Senior Secretary	19.0	20.4	22.1	20.2	13	111
20 Executive Secretary	23.5	25.1	27.1	24.9	11	36
PROFESSIONAL POSITIONS						
21 Buyer	18.8	28.7	43.5	38.3	4	18
22 Purchasing Agent	23.4	36.6	48.3	45.4	5	14
23 Accountant	20.2	22.7	25.7	24.4	8	60
24 Senior Accountant	29.6	30.3	36.2	34.1	4	11
25 Auditor	18.0	27.3	31.9	24.0	3	7
26 Senior Auditor	33.5	36.1	43.4	36.4	4	11
27 Collector	15.4	22.4	30.9	18.2	4	13
28 Compensation Analyst	24.6	30.0	34.1	28.7	3	4
29 Benefits Specialist	29.1	32.5	35.9	32.5	2	2
30 Personnel Assistant	18.7	24.5	28.1	24.8	7	8
31 Training & Development Specialist	31.3	31.7	36.0	32.0	6	7
DATA PROCESSING POSITIONS						
32 Data Entry Operator	12.6	14.0	15.7	14.4	8	45
33 Senior Data Entry Operator	18.0	18.2	19.7	18.2	4	18
34 Computer Operator	15.6	17.1	18.2	17.2	7	25
35 Senior Computer Operator	18.8	21.0	23.4	21,7	6	16
36 Programmer	24.9	25.0	27.2	26.0	4	12
37 Systems Analyst	39.2	40.3	41.8	41.3	5	30
38 Programmer/Analyst	29.3	29.9	30.7	30.3	5	36
39 Senior Programmer/Analyst	40.1	39.7	42.4	40.9	4	19
40 PC Specialist	22.0	27.3	33.2	27.3	7	7

Toledo, OH

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	14.2	17.0	18.9	18.6	22	123
2 Senior Accounting Clerk	18.4	21.4	23.7	22.0	15	52
3 Accounts Payable Clerk	14.6	17.3	20.1	18.2	17	83
4 Accounts Receivable Clerk	16.0	18.3	20.3	18.8	12	91
5 Benefits Clerk	20.3	22.1	25.0	21.4	7	9
6 Clerk Typist	13.4	16.1	19.1	18.2	13	166
7 Credit & Collection Clerk	17.3	19.1	22.4	18.7	12	21
8 Customer Service Representative	16.2	18.8	21.8	15.8	16	121
9 File Clerk	10.9	13.7	17.0	15.4	11	69
10 General Clerk	13.5	15.8	18.2	17.4	15	112
11 Mail Clerk	12.5	15.4	18.2	16.1	18	33
12 Payroll Clerk	17.0	19.5	22.0	19.5	17	70
13 Personnel Clerk	16.0	17.8	20.1	18.2	8	12
14 Purchasing Clerk	14.6	17.9	21.3	18.7	15	24
15 Shipping/Receiving Clerk	16.5	19.6	21.8	20.1	12	37
16 Switchboard Operator/Receptionist	13.2	15.9	18.7	16.9	25	75
SECRETARIAL POSITIONS						
17 Word Processing Operator	15.0	17.5	20.1	18.0	14	132
18 Secretary	18.6	20.0	21.2	20.5	22	331
19 Senior Secretary	17.9	20.5	23.2	22.3	24	184
20 Executive Secretary	20.7	24.1	25.8	25.6	25	123
PROFESSIONAL POSITIONS						
21 Buyer	22.0	27.1	30.2	27.6	11	16
22 Purchasing Agent	28.0	33.6	42.0	33.8	12	26
23 Accountant	22.0	25.7	29.0	26.2	21	46
24 Senior Accountant	28.3	31.6	36.5	30.9	11	24
25 Auditor	27.3	28.9	33.9	29.4	8	18
26 Senior Auditor	35.0	37.7	40.5	38.5	5	7
27 Collector	18.5	24.4	25.6	21.7	5	13
28 Compensation Analyst	24.3	26.6	28.9	26.6	2	2
29 Benefits Specialist	24.9	27.7	31.8	27.7	7	7
30 Personnel Assistant	22.4	25.6	29.6	26.1	7	8
31 Training & Development Specialist	21.0	33.4	44.9	33.4	7	7
DATA PROCESSING POSITIONS						
32 Data Entry Operator	14.2	17.1	19.8	17.3	16	78
33 Senior Data Entry Operator	20.2	20.9	22.4	21.3	6	12
34 Computer Operator	16.8	20.0	24.0	20.7	13	28
35 Senior Computer Operator	21.0	22.7	24.2	23.3	15	36
36 Programmer	22.4	27.5	32.2	28.7	11	27
37 Systems Analyst	35.0	39.2	40.5	40.2	[illegible]	22
38 Programmer/Analyst	26.9	32.2	36.7	31.5	12	34
39 Senior Programmer/Analyst	34.5	37.7	42.0	37.2	14	47
40 PC Specialist	27.5	32.0	32.7	32.3	[illegible]	10

Topeka, KS

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	12.5	13.8	15.9	13.3	3	5
3 Accounts Payable Clerk	12.5	13.4	14.0	13.2	3	4
4 Accounts Receivable Clerk	12.5	18.6	24.7	18.6	2	2
8 Customer Service Representative	12.8	14.5	16.2	15.1	2	6
9 File Clerk	10.5	11.0	11.5	10.7	2	5
12 Payroll Clerk	13.0	17.6	22.1	18.7	3	4
14 Purchasing Clerk	13.0	14.9	16.4	14.9	3	3
15 Shipping/Receiving Clerk	10.0	10.2	10.4	10.1	2	3
16 Switchboard Operator/Receptionist	13.5	13.8	14.2	13.8	2	2
SECRETARIAL POSITIONS						
18 Secretary	14.0	18.0	23.6	17.1	3	8
20 Executive Secretary	28.0	29.2	30.4	28.8	2	3
22 Purchasing Agent	30.7	31.4	32.0	31.4	2	2
23 Accountant	21.0	22.0	23.0	22.6	2	5
25 Auditor	19.8	24.9	30.0	24.9	2	2
30 Personnel Assistant	15.6	17.1	18.5	17.1	2	2
DATA PROCESSING POSITIONS						
34 Computer Operator	11.5	16.1	20.6	19.3	2	7
35 Senior Computer Operator	28.2	28.5	28.7	28.4	2	5
36 Programmer	23.6	25.8	28.0	24.5	2	5
38 Programmer/Analyst	28.1	29.1	30.0	28.7	2	14

Tulsa, OK

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	15.0	16.6	18.5	16.6	20	75
2 Senior Accounting Clerk	17.5	19.3	22.2	20.4	16	88
3 Accounts Payable Clerk	14.2	16.9	18.9	16.1	16	46
4 Accounts Receivable Clerk	14.4	16.4	19.4	17.4	8	26
5 Benefits Clerk	17.9	18.6	20.3	17.5	12	92
6 Clerk Typist	11.0	13.6	15.2	12.9	7	12
7 Credit & Collection Clerk	15.0	16.0	18.1	16.2	8	28
8 Customer Service Representative	17.0	19.0	21.6	20.8	10	128
9 File Clerk	10.4	13.0	16.0	11.6	10	37
10 General Clerk	12.2	14.5	17.7	16.8	15	107
11 Mail Clerk	10.4	12.2	12.7	11.8	15	36
12 Payroll Clerk	17.3	18.3	20.4	17.1	16	27
13 Personnel Clerk	13.8	17.0	20.1	16.7	7	14
14 Purchasing Clerk	14.9	16.7	19.7	16.3	12	16
15 Shipping/Receiving Clerk	14.3	15.1	17.7	15.3	12	32
16 Switchboard Operator/Receptionist	13.0	14.2	15.0	13.5	21	73
SECRETARIAL POSITIONS						
17 Word Processing Operator	16.0	17.0	18.9	17.0	13	19
18 Secretary	15.6	17.3	19.2	16.9	19	216
19 Senior Secretary	18.0	20.0	21.9	19.4	23	189
20 Executive Secretary	23.1	24.3	27.4	22.7	24	116
PROFESSIONAL POSITIONS						
21 Buyer	21.0	25.2	31.9	26.4	16	35
22 Purchasing Agent	32.0	36.8	40.6	38.3	10	20
23 Accountant	25.0	26.8	29.6	26.8	16	34
24 Senior Accountant	27.1	30.8	35.6	31.5	16	38
25 Auditor	27.7	29.6	33.3	29.6	7	17
26 Senior Auditor	28.8	35.9	40.6	33.5	7	16
27 Collector	12.9	20.0	26.1	17.2	6	19
28 Compensation Analyst	27.5	28.9	30.2	28.9	6	6
29 Benefits Specialist	22.1	27.3	30.3	26.5	7	9
30 Personnel Assistant	18.9	23.5	28.1	23.9	8	9
31 Training & Development Specialist	20.7	33.5	43.3	36.7	6	9
DATA PROCESSING POSITIONS						
32 Data Entry Operator	13.8	14.9	16.1	14.4	12	45
33 Senior Data Entry Operator	16.1	18.2	20.9	18.0	5	8
34 Computer Operator	16.0	17.8	19.3	17.6	16	58
35 Senior Computer Operator	19.8	22.7	24.4	22.2	13	26
36 Programmer	22.9	25.8	27.1	26.3	13	26
37 Systems Analyst	35.6	39.5	44.9	39.8	10	51
38 Programmer/Analyst	30.5	32.5	35.7	33.5	13	64
39 Senior Programmer/Analyst	33.8	39.9	44.6	37.9	14	46
40 PC Specialist	19.7	28.3	33.6	29.2	10	24

Washington, DC-MD-VA

	Min	Avg	Max	W/Avg	Cos	Empls
CLERICAL POSITIONS						
1 Accounting Clerk	16.7	19.8	24.9	17.5	10	82
2 Senior Accounting Clerk	19.1	22.9	25.3	20.3	13	150
3 Accounts Payable Clerk	19.1	20.7	22.3	19.2	2	67
4 Accounts Receivable Clerk	19.1	21.4	23.8	19.4	2	69
5 Benefits Clerk	19.1	23.6	28.0	23.5	2	2
6 Clerk Typist	16.7	17.1	18.7	16.7	4	37
7 Credit & Collection Clerk	16.7	20.7	25.0	22.6	4	7
8 Customer Service Representative	17.5	21.8	25.0	25.1	5	25
9 File Clerk	15.6	17.7	20.6	17.8	8	32
10 General Clerk	15.6	18.0	20.1	16.7	13	83
11 Mail Clerk	17.2	18.4	20.0	17.6	11	188
12 Payroll Clerk	16.7	19.3	25.0	17.1	8	79
13 Personnel Clerk	19.1	21.9	24.0	21.8	6	9
14 Purchasing Clerk	17.2	18.2	20.3	18.0	9	202
16 Switchboard Operator/Receptionist	17.2	18.4	19.0	17.7	24	197
SECRETARIAL POSITIONS						
17 Word Processing Operator	20.5	22.8	23.5	19.8	11	105
18 Secretary	19.1	20.3	21.7	18.7	17	304
19 Senior Secretary	19.1	21.4	25.2	19.6	10	717
20 Executive Secretary	22.4	27.1	30.8	22.8	26	351
PROFESSIONAL POSITIONS						
21 Buyer	24.7	25.7	27.4	25.7	6	9
22 Purchasing Agent	22.3	33.0	36.2	33.9	7	16
23 Accountant	24.9	27.8	29.3	27.6	13	34
24 Senior Accountant	34.7	37.1	39.6	36.9	9	33
25 Auditor	29.0	32.3	36.9	31.1	7	11
26 Senior Auditor	37.2	40.7	43.0	39.5	5	6
27 Collector	23.8	25.8	31.3	24.4	4	12
28 Compensation Analyst	25.6	33.7	40.8	31.9	7	9
29 Benefits Specialist	29.4	34.1	43.0	32.8	8	11
30 Personnel Assistant	23.9	27.3	31.6	26.0	6	8
31 Training & Development Specialist	34.5	38.5	42.0	39.3	5	7
DATA PROCESSING POSITIONS						
32 Data Entry Operator	16.0	16.5	19.2	17.2	10	37
33 Senior Data Entry Operator	19.3	21.0	22.5	20.2	12	53
34 Computer Operator	18.4	20.6	20.5	20.4	7	28
35 Senior Computer Operator	22.1	22.9	25.6	22.3	4	38
36 Programmer	29.7	29.5	32.0	28.0	4	19
37 Systems Analyst	35.8	36.1	38.7	38.0	10	42
38 Programmer/Analyst	30.5	29.7	33.0	31.7	8	26
39 Senior Programmer/Analyst	34.5	36.2	42.4	34.2	4	65
40 PC Specialist	26.0	34.2	34.8	33.7	10	16

A0175-1

1991
AMS OFFICE, PROFESSIONAL & DATA PROCESSING SALARIES REPORT

Prepared For

ADMINISTRATIVE MANAGEMENT SOCIETY
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INTRODUCTION

This is the 45th annual report on Office, Professional, and Data Processing Salaries published by the Administrative Management Society (AMS).

Survey results are based on a representative cross section of North American companies. The sample is diverse and covers many types of businesses, including small and large employers.

Over 850 companies supplied salary data that covered nearly 70,000 employees in benchmark jobs. It is estimated that the respondents, as a group, employ between 400,000 and 500,000 people.

This year's edition offers additional statistical measures of salary data as well as an enhanced format. All salary tables have a comprehensive set of statistical descriptions including mean, median, and quartiles for salaries weighted by the total number of employees, as well as the mean value of company average salaries.

This report includes tables that describe the characteristics of the companies that responded to the survey, including size, location, and type of business (Table A-1 thru A-3).

To better understand trends in salary levels, respondents were asked about actual and planned increases in salary budgets. The average increase for non-exempt employees at U.S. companies was 4.8% for 1991 over 1990 (Table A-4); the planned increase for 1992 was 4.9%. Exempt workers fared just a little bit better - an average increase in the U.S. of 4.9% was reported for 1991, with a 5.1% rise anticipated for 1992.

Nearly 800 companies indicated their average work week for 1991. The highest U.S. region was East North Central which averaged 40.1 hours. The lowest U.S. region was New England at 38.9 hours, which was, none the less, higher than the Canadian average of 37.3 hours.

The salary data are broken out in separate tables for national composites - one for the U.S. and one for Canada - and for five U.S. regions. Five company sizes are profiled with separate tables, as are eight business types. Also, over 40 metropolitan areas are characterized with separate tables.

Appreciation is expressed to the following individuals for their assistance in gathering the data for the final results.

Suzanne Davis *(AMS Atlanta Chapter)*
Dorothy Petrulis *(AMS Binghampton Chapter)*
Linda C. Burks *(AMS Boston Chapter)*
Keith Gloster *(AMS Brantford Chapter)*
Robert Weichman *(AMS Buffalo Chapter)*
Rosemary Hess *(AMS Charlotte Chapter)*
Rolf Lindner *(AMS Dayton Chapter)*
Deb Jan Francisco *(AMS Delaware Valley Chapter)*
William J. Warren *(AMS Des Moines Chapter)*
Jerry Archer *(AMS Edmonton Chapter)*
James Noehl *(AMS Fargo/Moorhead Chapter)*
Sara Sprunger *(AMS Fort Wayne Chapter)*
Diane Bodo, Sue Heimpel *(AMS Grand Valley Chapter)*
Henry W. Hardy *(AMS Greater Omaha Chapter)*
Bobbi Keller *(AMS Harrisburg Chapter)*
R.E. Carpenter *(AMS Houston Chapter)*
Linda Igney *(AMS Indianapolis Chapter)*
Larry A. Redden *(AMS Kansas City Chapter)*
Marcus Deal *(AMS Knoxville Chapter)*
Linda L. Eaton *(AMS Lancaster Chapter)*
Steve Minnick *(AMS Lincoln Chapter)*
Kathryn Trahan *(AMS Little Rock Chapter)*
Christina Griffith *(AMS Los Angeles Chapter)*
Jo Ann Malas *(AMS Madison Chapter)*
Helen Ann Molnar *(AMS Metro New Jersey Chapter)*
James H. Ollar *(AMS Mid-Missouri Chapter)*
Ron Maki *(AMS Minneapolis Chapter)*
Mary Aplin *(AMS Northwest Georgia Chapter)*
Susan L. Higgins *(AMS Portland Chapter)*
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Jo Ann King *(AMS Reading Chapter)*
Jack Beaman *(AMS Research Triangle Chapter)*
Herb Brooks *(AMS Richmond Chapter)*
Gerald Katz *(AMS San Francisco Chapter)*
Jeanne Knutzen *(AMS Seattle Chapter)*
Bruce Berg *(AMS Sonoma County Chapter)*
Neva Sprung *(AMS St. Louis Chapter)*
Paul Bonello *(AMS Toronto Chapter)*
Ron Denton *(AMS Tulsa Chapter)*
Bill Wiggin *(AMS Westchester Chapter)*
Glendora Johnson *(AMS Wichita Chapter)*
Bob McBride *(AMS Winston-Salem Chapter)*

SURVEY METHODOLOGY

The 1991 AMS Office, Professional, and Data Processing Salaries Report summarizes annual salaries for 40 benchmark positions. The data cover various types and sizes of businesses throughout the United States and Canada, effective February 1, 1991.

Survey instruments were distributed to representatives at 62 AMS chapters. During February 1991, each chapter distributed survey instruments and postage paid reply envelopes to representative samples of AMS member and nonmember companies. This distribution was supplemented by a direct mailing of instruments by AMS headquarters to companies that had participated in previous years.

All survey instruments were mailed or faxed directly to Association Research, Inc. in Rockville, Maryland for data entry and statistical analysis.

Each respondent identified their company's primary type of business, the size of the business in terms of employment, as well as the metropolitan area. Also, respondents were asked for some general salary administration information regarding changes in the salary budget and average work week.

Forty job positions were included in the survey, and descriptions for each were included with the instrument. For each position, data were collected on the annual starting salary, the average annual salary, and the number of employees in the position, effective February 1, 1991.

HOW TO USE THE STATISTICAL TABLES

All of the tables containing salary data have the same format. The first five columns of each table describe the salary distribution based on the total number of employees covered. The last two columns, which are not weighted, show the average salary per company.

The statistics included in the salary tables are:

First Quartile	The first quartile, also known as the 25th percentile, is the salary that is higher than 25% of all salaries and lower than 75%. In other words, if all the salaries were arranged from lowest to highest, the first quartile splits the distribution into two pieces - the lower 25% and the upper 75%.
Employee Average	This is the mean salary weighted by the total number of employees reported. The mean value is the sum of all salaries divided by the number of salaries included.

Employee Median	The median is the salary that is in the middle of all values arranged from lowest to highest. Half of all values are less than the median; half of all values are higher than the median. The median is not biased by extreme values that would affect the mean. This is more important when salaries are based on a small number of observations in a table.
Third Quartile	The third quartile - 75th percentile - is the salary that is higher than 75% of all salaries, but lower than 25%. The range of values between the first and third quartile is often referred to as the "Mid 50% Range" since half of all the salaries for a given category lie between the values.
Number of Employees	The total number of employees reported by all companies.
Company Average	This is the mean salary of the position for all companies. This value is not weighted by the total number of employees. Therefore, a company with 20 employees in a position has the same weight as a company with only one employee.
Number of Companies	The total number of companies that reported an average salary for a particular position.

TABLE ORGANIZATION

The salary tables are arranged by key demographic breakouts to allow users of the report to compare their salaries with those of similar businesses. Tables are broken out by region, company size (number of employees), type of business, and metropolitan area.

U.S. AND CANADIAN DATA

Thirty-eight respondents were Canadian businesses whose data are only found in the Total Canada table (expressed in Canadian dollars) and in two Canadian metro areas - Edmonton and Metropolitan Toronto. All other salary tables include only U.S. companies.

REGIONS

All respondents were organized into five U.S. regions and Canada. A map of the U.S. regions is found in Appendix B. The regions conform to standard U.S. census definitions except that the North Central region is divided into two census districts:

- **Northeast** (ME, VT, NH, MA, RI, CT, NY, NJ, PA)
- **South** (MD, DC, DE, VA, WV, KY, TN, NC, SC, GA, FL, AL, MS, LA, AR, OK, TX)
- **Eastern North Central** (OH, IN, IL, MI, WI)
- **Western North Central** (MN, IA, MO, ND, SD, NE, KS)
- **West** (CA, OR, WA, ID, MT, WY, CO, UT, NV, AZ, NM, AK, HI)
- **Canada** (all provinces)

These regional definitions are very similar to those used in previous AMS surveys. One difference is the policy of including Delaware, Maryland, and the District of Columbia in the South region to conform with the U. S. Bureau of the Census. The other difference is the labels given to the Midwest regions; "East North Central" was referred to in earlier surveys as "Great Lakes" and "West North Central" was referred to as "Midwest."

The greatest number of respondents was in the Northeast (27.0%), closely followed by West North Central (25.4%). Nineteen percent of the participants were from the East North Central, with 14.1% from the South and 10.1% from the West. The 38 Canadian companies represent 4.4% of all participants.

COMPANY SIZE

All U.S. respondents were grouped by the number of employees at the reporting location. To get a more even distribution of salaries by company size, the 101 - 500 employee category used in earlier surveys was divided into two: 101 - 250 and 251 - 500. Nearly one-third (32.1%) of the companies were in the smallest category (1-100 employees). The next largest group (23.9%) was made up of companies with 101-250 employees. The largest companies, more than 1,000 employees, represent 14.3% of the total sample.

TYPE OF BUSINESS

Respondents are organized by business type in Table A-1. As in previous AMS salary surveys, similar types of businesses are grouped together (Tables A-21 - A-28). This allows for a salary comparison of the 40 key positions showing the number of employees and the number of companies responding. Over one-third of all participants were from manufacturing (20.7%) or insurance (13.1%) concerns. The combination of business (9.5%) and health care (6.2%) services accounted for a substantial response as well.

METROPOLITAN AREAS

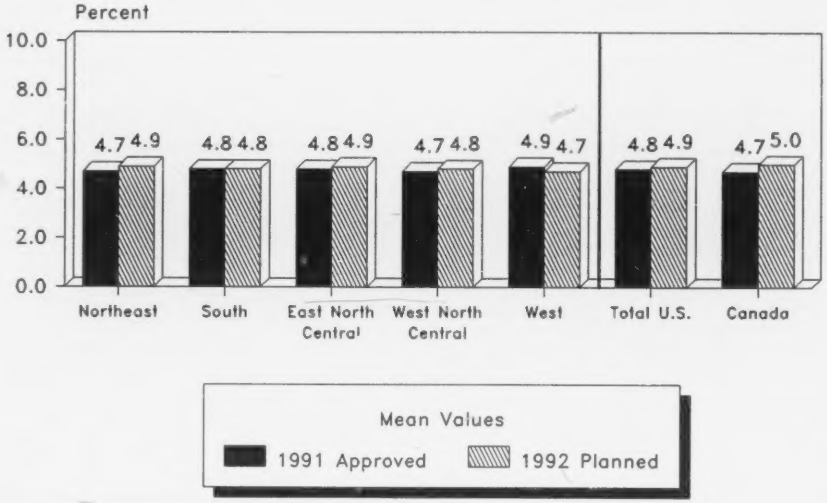
The respondents have also been divided into metropolitan areas (see Table A-3). Typically, the metropolitan areas correspond to participating AMS chapters. In some larger metropolitan areas or when participating chapters are geographically linked, a metropolitan area may consist of more than one chapter. The St. Louis, MO AMS chapter had the largest number of respondents (68). Pennsylvania had the most participants of any state (118) with over 40% of the respondents from the Harrisburg PA chapter.

USING DATA IN THE TABLES

In some tables, especially the metro areas, salaries for any given position are based on a small number of respondents. There is no way to ensure that salaries based on reports from two to four companies are representative or reliable.

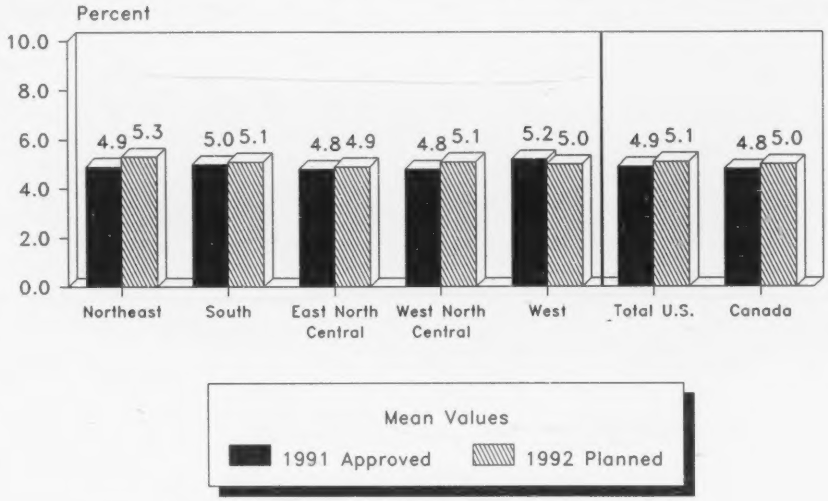
Salaries based on only one company's data have been blanked out in each table to avoid disclosure. This criterion was used even if there were three or more employees covered. Also, quartiles for fewer than three values have been blanked out of the tables since the values are not meaningful.

SALARY BUDGET INCREASES
Non–Exempt Employees

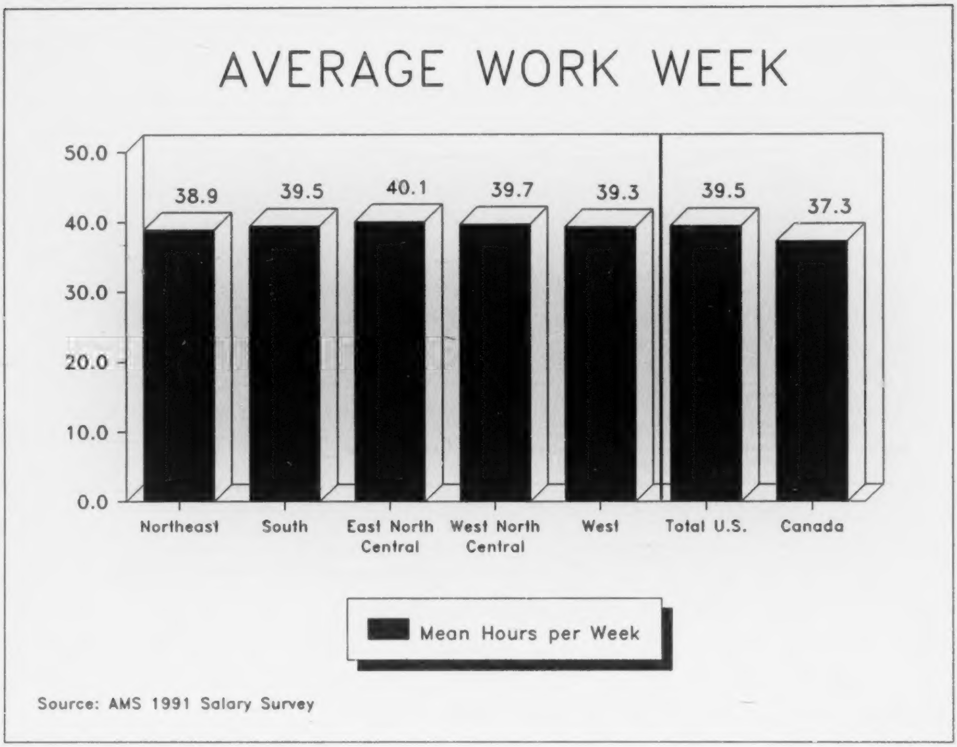


Source: AMS 1991 Salary Survey

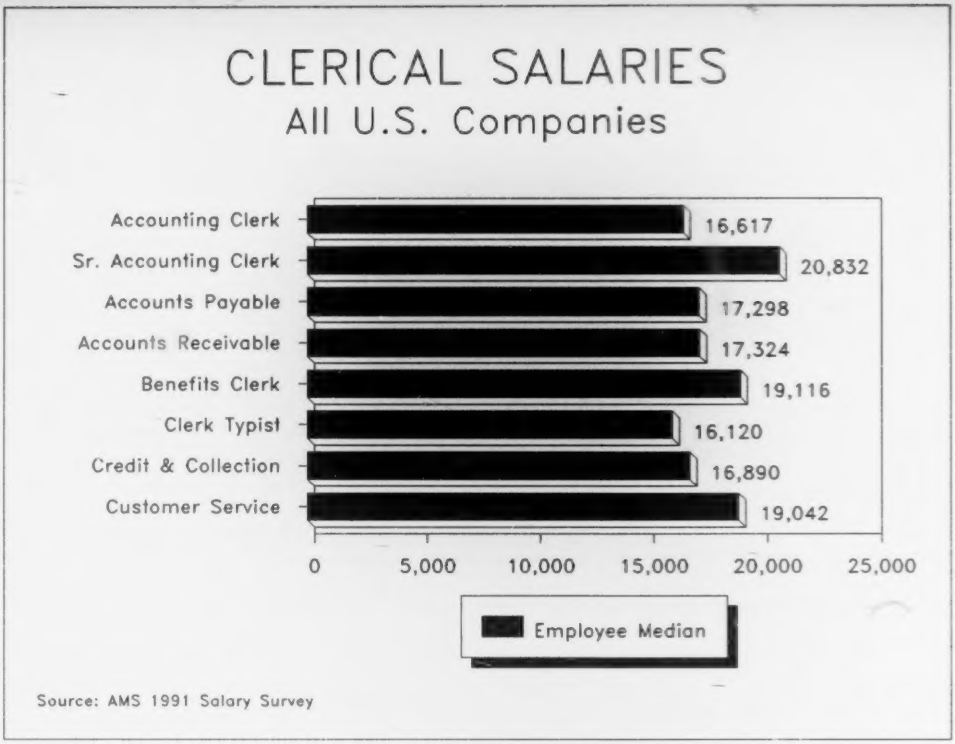
SALARY BUDGET INCREASES
Exempt Salaried Employees



Source: AMS 1991 Salary Survey



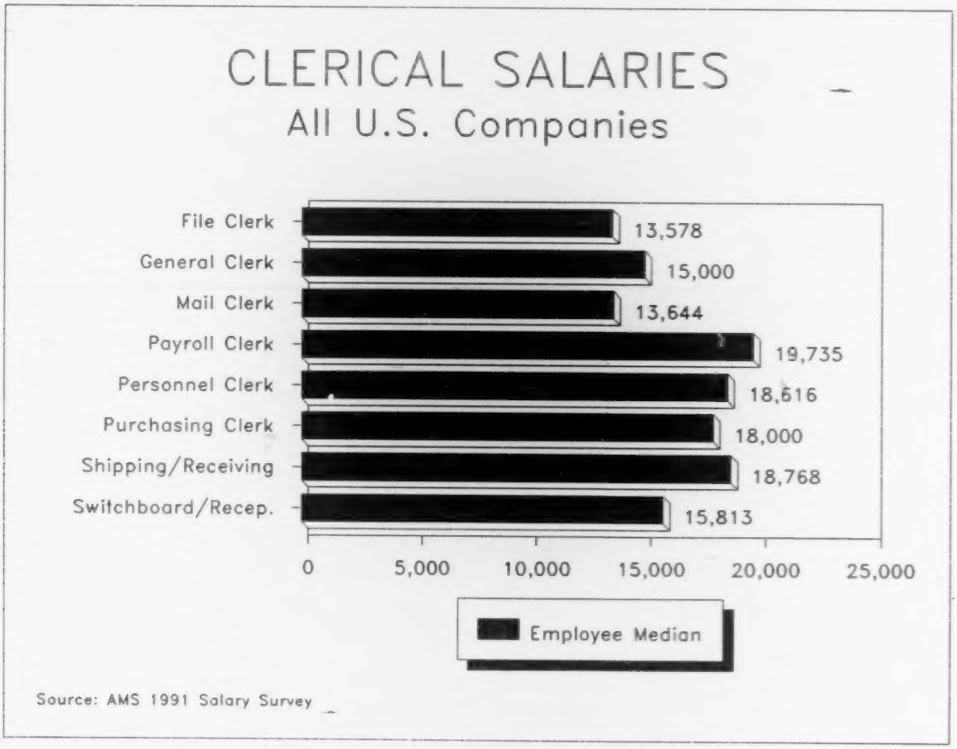
Source: AMS 1991 Salary Survey



CLERICAL SALARIES

All U.S. Companies

Source: AMS 1991 Salary Survey



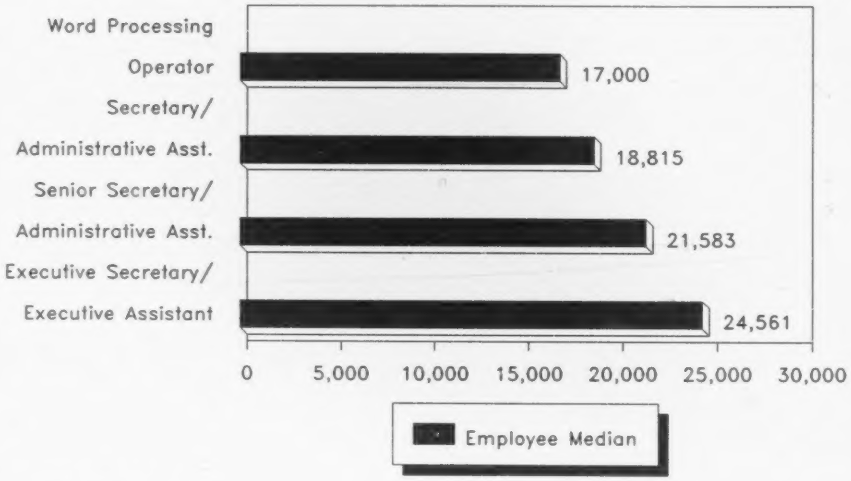
CLERICAL SALARIES

All U.S. Companies

Source: AMS 1991 Salary Survey

SECRETARIAL SALARIES

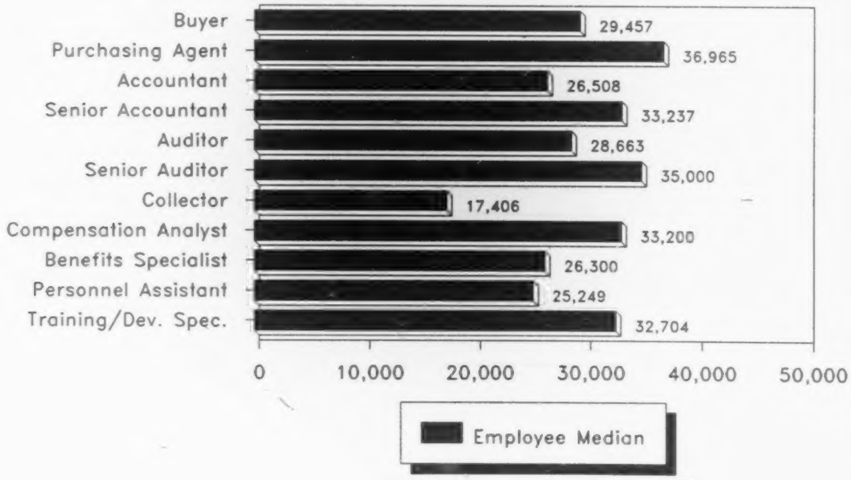
All U.S. Companies



Source: AMS 1991 Salary Survey

PROFESSIONAL SALARIES

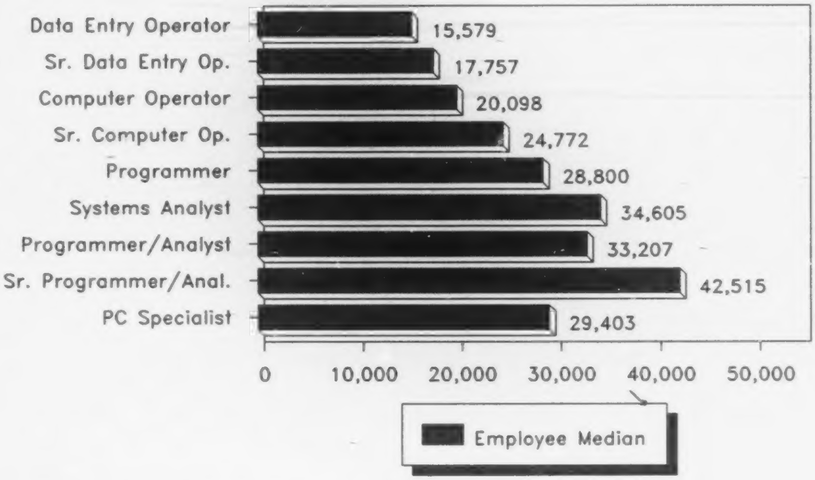
All U.S. Companies



Source: AMS 1991 Salary Survey

DATA PROCESSING SALARIES

All U.S. Companies



Source: AMS 1991 Salary Survey

APPENDIX A

TABLE : A-1

ALL COMPANIES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	TOTAL	
	Number of Companies	Percent
BUSINESS TYPE		
Manufacturing	174	20.7%
Construction	16	1.9%
Banking	40	4.8%
Finance	24	2.9%
Insurance	110	13.1%
Business Service	80	9.5%
Healthcare Service	52	6.2%
Retail	32	3.8%
Wholesale / Distribution	49	5.8%
Utilities	13	1.5%
Transportation	13	1.5%
Communications	9	1.1%
Education	33	3.9%
Government	25	3.0%
Associations /Non Profit	42	5.0%
Other	130	15.4%
TOTAL INDICATING TYPE	842	100.0%

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	TOTAL	
	Number of Companies	Percent
NUMBER OF EMPLOYEES		
1 - 100	267	32.1%
101 - 250	199	23.9%
251 - 500	146	17.5%
501 - 1000	101	12.1%
More than 1000	119	14.3%
TOTAL INDICATING SIZE	832	100.0%

TABLE : A-2

ALL COMPANIES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	TOTAL	
	Number of Companies	Percent
STATE		
Alabama	2	.2%
Arkansas	13	1.5%
California	47	5.5%
Connecticut	3	.3%
Dist of Columbia	1	.1%
Georgia	12	1.4%
Illinois	51	5.9%
Indiana	41	4.8%
Iowa	20	2.3%
Kansas	19	2.2%
Kentucky	1	.1%
Louisiana	1	.1%
Maine	20	2.3%
Maryland	1	.1%
Massachusetts	12	1.4%
Michigan	11	1.3%
Minnesota	20	2.3%
Missouri	96	11.2%
Nebraska	56	6.5%
New Jersey	10	1.2%
New York	67	7.8%
North Carolina	32	3.7%
North Dakota	7	.8%
Ohio	37	4.3%
Oklahoma	16	1.9%
Oregon	1	.1%
Pennsylvania	118	13.7%
Rhode Island	2	.2%
Tennessee	13	1.5%
Texas	10	1.2%
Virginia	19	2.2%
Washington	39	4.5%
Wisconsin	23	2.7%
Canada	38	4.4%
TOTAL	859	100.0%

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	TOTAL	
	Number of Companies	Percent
REGION		
Northeast	232	27.0%
South	121	14.1%
East North Central	163	19.0%
West North Central	218	25.4%
West	87	10.1%
Canada	38	4.4%
TOTAL	859	100.0%

ALL COMPANIES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	TOTAL	
	Number of Companies	Percent
METROPOLITAN AREAS		
Atlanta - Northwest Georgia	11	1.3%
Battle Creek / Kalamazoo, MI	11	1.3%
Binghampton, NY	8	.9%
Boston, MA	12	1.4%
Buffalo, NY	31	3.6%
Charlotte, NC	14	1.6%
Dayton, OH	35	4.1%
Delaware Valley / Philadelphia	26	3.0%
Des Moines, IA	18	2.1%
Fargo, ND / Moorhead, MN	9	1.0%
Fort Wayne, IN	20	2.3%
Harrisburg, PA	50	5.8%
Houston, TX Metropolitan Area	8	.9%
Indianapolis, IN	22	2.6%
Kansas City, MO & KS	20	2.3%
Knoxville, TN	12	1.4%
Lancaster, PA	23	2.7%
Lincoln, NE	25	2.9%
Little Rock, AR	13	1.5%
Greater Los Angeles Metropolitan Area	26	3.0%
Madison, WI	21	2.4%
Metro New Jersey	9	1.0%
Mid-Missouri	22	2.6%
Minneapolis, MN	19	2.2%
Greater Omaha, NE	29	3.4%
Pittsburgh, PA	4	.5%
Portland, ME	20	2.3%
Quad Cities IL & IA	27	3.1%
Reading, PA	13	1.5%
Research Triangle, NC	12	1.4%
Richmond, VA	18	2.1%
Rockford, IL	15	1.7%
San Francisco, CA	15	1.7%
Santa Rosa / Petaluma, CA	5	.6%
Seattle, WA	40	4.7%
St. Louis, MO	68	7.9%
Syracuse, NY	8	.9%
Tulsa, OK	16	1.9%
Westchester, NY	23	2.7%
Wichita, KS	11	1.3%
Winston-Salem, NC	6	.7%
Edmonton, Alberta	5	.6%
Metropolitan Toronto-Grand Valley-South/Central Ontario	33	3.8%
Other	26	3.0%
TOTAL	859	100.0%

TABLE : A-4

ALL COMPANIES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	APPROVED 1991 SALARY BUDGET INCREASE FOR NON-EXEMPT (HOURLY) EMPLOYEES													
	U.S. TOTAL		REGION											
	Mean	Count	Northeast		South		East North Central		West North Central		West		Canada	
			Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count
BUSINESS TYPE														
Manufacturing	4.2%	167	3.8%	49	4.2%	17	4.3%	49	4.5%	42	5.5%	10	4.9%	7
Construction	4.6%	15	3.9%	8		1		1	5.4%	4		1		1
Banking	5.0%	39	4.8%	14	4.7%	4	5.2%	7	5.1%	11	5.5%	3		1
Finance	4.7%	23	5.3%	5	4.5%	2	5.5%	2	5.2%	10	2.2%	4		1
Insurance	5.2%	108	5.1%	28	5.2%	17	5.0%	21	5.1%	28	5.7%	14		2
Business Service	4.9%	77	4.9%	19	4.6%	21	5.0%	11	6.0%	17	3.5%	9	8.0%	3
Healthcare Service	4.7%	51	5.0%	13	5.2%	4	4.6%	11	4.4%	20	5.0%	3		1
Retail	4.9%	31	4.8%	9	4.9%	6	4.5%	3	4.8%	6	5.3%	7		1
Wholesale / Distribution	4.6%	44	5.1%	15	4.6%	5	3.9%	9	4.0%	8	5.5%	7	2.6%	5
Utilities	4.4%	12	3.0%	2	5.0%	3	4.3%	2	4.5%	5				1
Transportation	4.6%	13	4.8%	3		1	4.0%	2	4.7%	3	4.8%	4		
Communications	4.0%	9	2.0%	3		1		1	4.7%	4				
Education	6.0%	31	7.2%	7	5.3%	7	5.7%	6	5.6%	9	5.5%	2		2
Government	3.1%	24	4.8%	2	2.7%	3	4.1%	4	2.1%	13	4.0%	2		1
Associations /Non Profit	5.2%	39	4.8%	11	3.8%	6	6.2%	10	5.4%	8	5.4%	4	4.9%	3
Other	4.9%	123	4.9%	39	5.2%	21	5.7%	20	4.4%	27	4.9%	16	5.2%	7
TOTAL	4.8%	806	4.7%	227	4.8%	119	4.8%	159	4.7%	215	4.9%	86	4.7%	36
NUMBER OF EMPLOYEES														
1 - 100	4.7%	253	4.5%	78	4.8%	44	4.8%	46	4.9%	53	4.3%	32	4.3%	14
101 - 250	4.8%	193	4.6%	54	4.7%	22	4.6%	46	4.9%	53	5.8%	18	5.4%	6
251 - 500	4.8%	141	4.6%	39	4.7%	25	5.0%	27	4.7%	30	5.1%	20	4.3%	5
501 - 1000	4.8%	98	4.9%	29	4.6%	11	4.5%	17	4.8%	32	5.4%	9	5.3%	3
More than 1000	4.8%	114	5.2%	30	5.1%	15	5.0%	21	4.1%	41	4.8%	7	5.1%	5
TOTAL	4.8%	799	4.7%	230	4.8%	117	4.8%	157	4.7%	209	4.9%	86	4.7%	33

TABLE : A-5

ALL COMPANIES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	PLANNED 1992 SALARY BUDGET INCREASE FOR NON-EXEMPT (HOURLY) EMPLOYEES													
	U.S. TOTAL		REGION											
	Mean	Count	Northeast		South		East North Central		West North Central		West		Canada	
			Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count
BUSINESS TYPE														
Manufacturing	4.5%	167	4.4%	49	4.7%	17	4.5%	49	4.6%	42	4.2%	10	5.2%	7
Construction	4.7%	15	2.9%	8		1		1	6.0%	4		1		1
Banking	5.1%	39	5.3%	14	4.3%	4	4.9%	7	5.0%	11	6.0%	3		1
Finance	5.2%	23	5.3%	5	5.0%	2	5.0%	2	5.3%	10	5.0%	4		1
Insurance	5.1%	108	5.2%	28	5.2%	17	4.8%	21	5.1%	28	5.0%	14		2
Business Service	5.0%	77	5.2%	19	5.1%	21	4.5%	11	6.2%	17	3.6%	9	7.0%	3
Healthcare Service	4.9%	51	5.2%	13	5.0%	4	4.8%	11	4.6%	20		3		1
Retail	5.3%	31	5.1%	9	4.6%	6	5.0%	3	7.0%	6	5.2%	7		1
Wholesale / Distribution	4.7%	44	5.2%	15	5.2%	5	4.6%	9	2.8%	8	5.8%	7	6.5%	5
Utilities	4.0%	12	3.0%	2	5.0%	3	3.5%	2	4.3%	5				1
Transportation	4.3%	13	4.8%	3		1	4.0%	2	4.0%	3		4		
Communications	5.8%	9	8.0%	3		1		1	5.5%	4				
Education	5.5%	31	6.3%	7	5.0%	7	4.0%	6	5.3%	9	5.3%	2		2
Government	3.8%	24	5.1%	2	2.5%	3	4.3%	4	1.8%	13	5.0%	2		1
Associations /Non Profit	5.0%	39	4.8%	11	5.5%	6	5.1%	10	4.7%	8	5.8%	4	4.6%	3
Other	5.0%	123	4.7%	39	4.8%	21	6.3%	20	4.8%	27	4.7%	16	5.8%	7
TOTAL	4.9%	806	4.9%	227	4.9%	119	4.9%	159	4.8%	215	4.7%	86	5.0%	36
NUMBER OF EMPLOYEES														
1 - 100	4.8%	253	4.6%	78	5.2%	44	5.2%	46	5.0%	53	4.1%	32	5.4%	14
101 - 250	4.7%	193	4.9%	54	4.3%	22	4.2%	46	4.7%	53	5.1%	18	2.5%	6
251 - 500	5.1%	141	5.3%	39	5.0%	25	5.3%	27	4.7%	30	5.2%	20	5.1%	5
501 - 1000	4.9%	98	5.4%	29	4.3%	11	4.8%	17	4.8%	32	5.0%	9	5.8%	3
More than 1000	4.9%	114	5.0%	30	4.8%	15	4.9%	21	4.9%	41	5.0%	7	5.5%	5
TOTAL	4.9%	799	4.9%	230	4.8%	117	4.9%	157	4.8%	209	4.7%	86	5.0%	33

ALL COMPANIES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	APPROVED 1991 SALARY BUDGET INCREASE FOR EXEMPT (SALARIED) EMPLOYEES													
	U.S. TOTAL		REGION											
	Mean	Count	Northeast		South		East North Central		West North Central		West		Canada	
			Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count
BUSINESS TYPE														
Manufacturing	4.5%	167	4.1%	49	4.4%	17	4.4%	49	4.6%	42	6.7%	10	5.1%	7
Construction	4.7%	15	3.9%	8		1		1	5.3%	4		1		1
Banking	5.0%	39	4.5%	14	4.7%	4	5.3%	7	5.4%	11	5.5%	3		1
Finance	4.8%	23	5.4%	5	5.0%	2	5.5%	2	5.1%	10	2.5%	4		1
Insurance	5.3%	108	5.4%	28	5.3%	17	5.0%	21	5.2%	28	5.5%	14	4.5%	2
Business Service	5.1%	77	5.6%	19	5.6%	21	4.9%	11	5.0%	17	3.6%	9	6.8%	3
Healthcare Service	4.9%	51	5.0%	13	5.5%	4	4.6%	11	5.0%	20	5.3%	3		1
Retail	4.9%	31	4.8%	9	4.9%	6	4.5%	3	5.1%	6	5.3%	7		1
Wholesale / Distribution	4.7%	44	5.0%	15	4.6%	5	4.0%	9	4.5%	8	5.2%	7	2.8%	5
Utilities	4.9%	12	4.8%	2	5.0%	3	4.8%	2	4.9%	5				1
Transportation	4.8%	13	4.8%	3		1	4.0%	2	4.7%	3	5.8%	4		
Communications	4.1%	9	2.0%	3		1		1	4.8%	4				
Education	5.8%	31	6.4%	7	5.2%	7	5.7%	6	5.7%	9	5.5%	2		2
Government	3.2%	24	5.8%	2	2.7%	3	4.0%	4	2.1%	13	4.0%	2		1
Associations /Non Profit	5.1%	39	4.7%	11	3.8%	6	5.7%	10	5.4%	8	7.1%	4	5.3%	3
Other	5.2%	123	5.5%	39	5.4%	21	5.6%	20	4.7%	27	5.1%	16	5.2%	7
TOTAL	4.9%	806	4.9%	227	5.0%	119	4.8%	159	4.8%	215	5.2%	86	4.7%	36
NUMBER OF EMPLOYEES														
1 - 100	4.9%	253	5.0%	78	5.1%	44	4.6%	46	4.8%	53	5.1%	32	4.6%	14
101 - 250	5.0%	193	4.7%	54	5.0%	22	4.8%	46	5.1%	53	5.9%	18	5.0%	6
251 - 500	4.8%	141	4.7%	39	5.0%	25	5.0%	27	4.9%	30	4.7%	20	4.8%	5
501 - 1000	5.1%	98	5.2%	29	4.8%	11	4.8%	17	5.0%	32	5.7%	9	5.3%	3
More than 1000	4.8%	114	5.0%	30	5.1%	15	4.8%	21	4.4%	41	5.3%	7	4.7%	5
TOTAL	4.9%	799	4.9%	230	5.0%	117	4.8%	157	4.8%	209	5.2%	86	4.8%	33

TABLE : A-7

ALL COMPANIES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	PLANNED 1992 SALARY BUDGET INCREASE FOR EXEMPT (SALARIED) EMPLOYEES													
	U.S. TOTAL		REGION											
	Mean	Count	Northeast		South		East North Central		West North Central		West		Canada	
			Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count
BUSINESS TYPE														
Manufacturing	4.8%	167	4.8%	49	4.9%	17	4.7%	49	5.0%	42	4.3%	10	5.0%	7
Construction	5.0%	15	3.0%	8		1		1	6.0%	4		1		1
Banking	5.2%	39	5.3%	14	4.3%	4	4.9%	7	5.7%	11	6.0%	3		1
Finance	5.4%	23	5.3%	5	6.0%	2	5.0%	2	5.3%	10	5.0%	4		1
Insurance	5.3%	108	5.7%	28	5.2%	17	5.0%	21	5.4%	28	5.4%	14		2
Business Service	5.3%	77	5.6%	19	5.9%	21	4.3%	11	6.0%	17	3.3%	9	6.7%	3
Healthcare Service	5.0%	51	5.3%	13	5.0%	4	4.9%	11	5.0%	20		3		1
Retail	4.9%	31	5.1%	9	4.9%	6		3	7.0%	6	5.2%	7		1
Wholesale / Distribution	4.9%	44	5.4%	15	5.2%	5	4.9%	9	2.4%	8	8.0%	7	6.0%	5
Utilities	4.6%	12	4.5%	2	5.0%	3	5.0%	2	4.3%	5				1
Transportation	4.3%	13	4.8%	3		1	4.0%	2	4.0%	3		4		
Communications	4.5%	9		3		1		1	5.0%	4				
Education	5.6%	31	6.5%	7	5.0%	7	4.0%	6	5.3%	9	5.3%	2		2
Government	3.4%	24	4.2%	2	2.5%	3	4.0%	4		13	5.0%	2		1
Associations /Non Profit	5.2%	39	4.7%	11	5.3%	6	5.1%	10	4.7%	8	8.3%	4		3
Other	5.4%	123	5.5%	39	4.7%	21	7.0%	20	5.2%	27	4.7%	16	5.3%	7
TOTAL	5.1%	806	5.3%	227	5.1%	119	5.0%	159	5.1%	215	5.0%	86	5.0%	36
NUMBER OF EMPLOYEES														
1 - 100	5.1%	253	5.1%	78	5.5%	44	4.9%	46	5.0%	53	4.8%	32	5.3%	14
101 - 250	5.0%	193	5.3%	54	4.8%	22	4.7%	46	5.1%	53	5.3%	18	2.5%	6
251 - 500	5.3%	141	5.5%	39	5.0%	25	5.2%	27	5.2%	30	5.2%	20	4.8%	5
501 - 1000	5.2%	98	5.6%	29	4.3%	11	5.4%	17	5.1%	32	5.0%	9	5.7%	3
More than 1000	5.0%	114	5.2%	30	4.7%	15	4.9%	21	5.1%	41	5.0%	7	5.5%	5
TOTAL	5.1%	799	5.3%	230	5.1%	117	4.9%	157	5.1%	209	5.0%	86	5.0%	33

TABLE : A-8

ALL COMPANIES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	AVERAGE WORKWEEK													
	U.S. TOTAL		REGION											
	Mean	Count	Northeast		South		East North Central		West North Central		West		Canada	
			Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count	Mean	Count
BUSINESS TYPE														
Manufacturing	40.0	167	39.6	49	39.6	17	40.4	49	40.2	42	39.7	10	37.5	7
Construction	40.5	15	39.8	8	40.0	1	50.0	1	39.9	4	40.0	1	35.0	1
Banking	39.0	39	38.2	14	39.1	4	38.9	7	39.8	11	39.6	3	37.5	1
Finance	39.3	23	39.0	5	40.0	2	38.7	2	39.5	10	39.4	4	37.5	1
Insurance	37.9	108	37.3	28	38.0	17	38.4	21	38.2	28	37.2	14	35.6	2
Business Service	40.0	77	39.3	19	39.6	21	41.6	11	40.1	17	39.7	9	37.5	3
Healthcare Service	39.7	51	39.8	13	40.0	4	39.5	11	39.5	20	40.0	3	38.2	1
Retail	39.8	31	40.0	9	40.0	6	40.0	3	39.6	6	39.6	7	37.5	1
Wholesale / Distribution	39.5	44	38.3	15	39.5	5	41.0	9	40.2	8	39.6	7	38.1	5
Utilities	40.0	12	40.0	2	40.0	3	40.0	2	40.0	5			35.0	1
Transportation	39.8	13	38.3	3	40.0	1	38.7	2	41.7	3	40.0	4		
Communications	39.2	9	39.2	3	36.0	1	40.0	1	40.0	4				
Education	39.2	31	37.7	7	39.6	7	39.6	6	39.7	9	40.0	2	35.0	2
Government	39.8	24	38.7	2	40.0	3	40.0	4	40.0	13	38.7	2	36.2	1
Associations /Non Profit	38.3	39	37.0	11	38.3	6	38.9	10	38.7	8	39.4	4	35.8	3
Other	39.9	123	39.4	39	40.4	21	40.6	20	39.7	27	39.7	16	38.4	7
TOTAL	39.4	806	38.9	227	39.4	119	40.0	159	39.7	215	39.3	86	37.2	36
NUMBER OF EMPLOYEES														
1 - 100	39.7	253	38.8	78	39.7	44	40.9	46	40.1	53	39.4	32	37.7	14
101 - 250	39.4	193	39.3	54	39.3	22	39.9	46	39.3	53	38.7	18	37.1	6
251 - 500	39.2	141	38.6	39	39.0	25	39.5	27	39.7	30	39.7	20	36.0	5
501 - 1000	39.3	98	38.9	29	39.7	11	39.6	17	39.4	32	38.9	9	39.2	3
More than 1000	39.5	114	38.7	30	39.7	15	39.5	21	39.9	41	39.8	7	36.9	5
TOTAL	39.5	799	38.9	230	39.5	117	40.1	157	39.7	209	39.3	86	37.3	33

TOTAL UNITED STATES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,789	17,086	16,617	19,637	2,299	16,890	507
2 Senior Accounting Clerk	17,492	20,664	20,832	23,296	2,104	20,741	407
3 Accounts Payable Clerk	15,642	17,304	17,298	18,910	1,317	17,585	387
4 Accounts Receivable Clerk	15,600	17,477	17,324	19,240	899	17,634	263
5 Benefits Clerk	17,153	19,384	19,116	20,545	358	19,489	160
6 Clerk Typist	14,036	15,982	16,120	17,704	3,315	15,206	267
7 Credit and Collection Clerk	14,184	17,363	16,890	19,910	790	17,759	185
8 Customer Service Representative	17,224	19,759	19,042	23,352	4,442	19,242	348
9 File Clerk	11,865	14,050	13,578	16,308	1,973	13,545	260
10 General Clerk	12,672	15,506	15,000	19,116	4,807	15,119	317
11 Mail Clerk	12,501	14,464	13,644	15,877	1,650	14,572	403
12 Payroll Clerk	17,616	19,281	19,735	20,545	1,112	19,627	369
13 Personnel Clerk	15,950	19,202	18,616	22,000	514	18,581	235
14 Purchasing Clerk	14,742	18,426	18,000	21,482	718	18,232	272
15 Shipping/Receiving Clerk	16,206	19,970	18,768	25,404	1,564	17,025	312
16 Switchboard Operator/Receptionist	14,100	15,951	15,813	17,512	1,724	16,117	647
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,108	17,214	17,000	18,784	3,409	17,988	332
18 Secretary/Administrative Assistant	16,849	18,953	18,815	21,200	7,001	18,873	565
19 Senior Secretary/Administrative Assistant	19,140	21,815	21,583	24,390	5,663	21,899	490
20 Executive Secretary/Executive Assistant	21,065	25,249	24,561	28,496	2,791	25,967	569
PROFESSIONAL POSITIONS							
21 Buyer	24,545	30,874	29,457	37,836	649	27,520	235
22 Purchasing Agent	27,511	33,988	36,965	38,256	508	32,476	234
23 Accountant	23,793	27,121	26,508	30,000	1,450	26,844	411
24 Senior Accountant	30,411	33,929	33,237	37,477	848	33,645	270
25 Auditor	23,830	29,077	28,663	31,000	560	30,206	157
26 Senior Auditor	32,884	35,786	35,000	38,263	436	37,015	126
27 Collector	15,240	18,297	17,406	19,789	751	22,273	104
28 Compensation Analyst	27,354	33,104	33,200	36,821	211	31,716	113
29 Benefits Specialist	22,500	27,901	26,300	32,200	281	29,204	172
30 Personnel Assistant	22,171	25,918	25,249	27,366	552	25,802	277
31 Training and Development Specialist	28,100	33,145	32,704	37,598	317	33,498	168
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,228	16,350	15,579	18,200	2,354	16,064	375
33 Senior Data Entry Operator	17,132	18,529	17,757	19,615	843	19,408	206
34 Computer Operator	17,666	20,133	20,098	22,000	1,343	19,805	402
35 Senior Computer Operator	21,794	24,299	24,772	26,151	944	23,873	288
36 Programmer	26,042	29,227	28,800	32,421	1,400	27,542	254
37 Systems Analyst	34,068	37,147	34,605	39,720	1,432	37,556	211
38 Programmer/Analyst	29,403	33,878	33,207	38,124	2,632	32,872	343
39 Senior Programmer/Analyst	35,111	40,778	42,515	45,370	2,466	39,450	292
40 PC Specialist	26,499	29,618	29,403	31,486	549	29,374	228

TABLE : A-10

CANADA

(Canadian Dollars)

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	21,431	22,638	22,173	23,626	45	22,568	17
2 Senior Accounting Clerk	25,800	28,496	27,348	30,732	46	27,662	14
3 Accounts Payable Clerk	21,996	23,838	23,600	24,528	40	23,529	22
4 Accounts Receivable Clerk	21,996	24,133	22,083	27,602	42	23,903	16
5 Benefits Clerk	25,083	24,967	25,200	25,200	23	24,251	8
6 Clerk Typist	19,440	22,029	23,626	23,626	32	20,432	6
7 Credit and Collection Clerk	29,536	29,646	31,596	31,596	34	24,557	9
8 Customer Service Representative	21,996	26,973	30,840	31,092	152	24,592	18
9 File Clerk	19,985	21,002	20,922	20,922	39	20,985	8
10 General Clerk	19,704	20,567	19,704	22,421	122	20,730	14
11 Mail Clerk	18,192	19,913	19,966	21,132	38	19,961	14
12 Payroll Clerk	24,070	26,309	25,955	28,500	34	25,678	19
13 Personnel Clerk	24,206	27,759	29,143	31,380	14	25,163	7
14 Purchasing Clerk	21,000	25,468	26,435	27,820	18	25,506	14
15 Shipping/Receiving Clerk	16,520	21,124	19,850	27,156	26	22,801	10
16 Switchboard Operator/Receptionist	20,841	22,056	23,036	23,626	80	21,342	31
SECRETARIAL POSITIONS							
17 Word Processing Operator	26,810	27,658	27,820	27,820	72	26,755	7
18 Secretary/Administrative Assistant	24,000	26,759	27,100	27,816	122	24,868	22
19 Senior Secretary/Administrative Assistant	29,007	29,936	31,368	31,368	179	29,261	15
20 Executive Secretary/Executive Assistant	32,350	35,205	35,336	40,248	77	33,245	21
PROFESSIONAL POSITIONS							
21 Buyer	33,167	35,874	34,240	39,075	27	35,070	10
22 Purchasing Agent	33,600	45,656	53,378	54,132	18	43,904	11
23 Accountant	40,116	40,792	40,116	40,145	44	39,203	11
24 Senior Accountant	44,235	50,061	49,392	56,028	24	48,519	5
25 Auditor	38,352	42,415	43,857	49,362	9	38,175	4
26 Senior Auditor	45,888	49,695	45,888	53,502	4	53,502	2
27 Collector	30,240	32,558	35,076	35,076	23	30,462	5
28 Compensation Analyst	32,850	35,586	35,160	39,659	5	35,586	5
29 Benefits Specialist	31,715	39,039	35,790	41,522	12	37,495	7
30 Personnel Assistant	28,200	30,629	31,500	32,812	9	30,306	6
31 Training and Development Specialist	40,000	43,856	41,000	48,577	8	45,142	6
DATA PROCESSING POSITIONS							
32 Data Entry Operator	20,072	22,131	21,680	23,880	44	21,899	13
33 Senior Data Entry Operator	26,520	27,213	26,820	27,300	9	27,326	7
34 Computer Operator	24,840	26,094	26,306	28,408	31	25,368	14
35 Senior Computer Operator	30,348	32,179	30,732	36,417	22	31,431	11
36 Programmer	31,400	37,408	40,072	40,072	92	33,073	17
37 Systems Analyst	39,924	43,097	47,076	47,076	53	39,555	10
38 Programmer/Analyst	44,930	43,605	44,930	47,076	115	39,793	14
39 Senior Programmer/Analyst	44,640	50,551	50,459	55,119	72	47,608	10
40 PC Specialist	33,000	41,839	43,860	49,111	13	39,998	10

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U.S. REGION
NORTHEAST

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,465	17,268	16,617	19,657	588	17,387	141
2 Senior Accounting Clerk	16,356	20,557	20,072	24,193	511	20,279	94
3 Accounts Payable Clerk	15,900	17,523	17,298	19,116	466	18,057	107
4 Accounts Receivable Clerk	15,900	18,158	17,700	20,446	322	18,059	84
5 Benefits Clerk	18,018	18,731	19,116	19,400	140	19,328	38
6 Clerk Typist	15,401	16,717	17,704	17,704	1,788	15,476	75
7 Credit and Collection Clerk	16,800	19,654	20,665	23,088	186	18,764	47
8 Customer Service Representative	18,200	19,834	19,042	22,296	1,583	19,529	106
9 File Clerk	12,655	14,963	16,308	16,308	911	13,734	66
10 General Clerk	13,821	17,153	19,116	19,116	1,745	15,207	89
11 Mail Clerk	12,655	14,377	13,587	15,514	644	15,358	113
12 Payroll Clerk	19,735	19,851	19,735	19,735	436	20,031	96
13 Personnel Clerk	17,857	20,398	21,341	22,975	148	19,397	66
14 Purchasing Clerk	15,651	18,609	18,419	21,912	117	18,703	70
15 Shipping/Receiving Clerk	16,393	18,120	18,305	19,843	288	17,861	79
16 Switchboard Operator/Receptionist	14,800	16,788	16,744	19,144	415	16,685	177
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,531	17,701	17,704	18,206	527	17,951	73
18 Secretary/Administrative Assistant	17,301	19,591	19,345	21,610	1,695	19,206	160
19 Senior Secretary/Administrative Assistant	20,837	23,145	24,000	24,801	1,647	22,310	129
20 Executive Secretary/Executive Assistant	24,000	26,880	27,486	29,300	701	26,121	158
PROFESSIONAL POSITIONS							
21 Buyer	23,525	28,647	27,883	31,200	184	28,423	71
22 Purchasing Agent	28,297	35,502	38,256	39,041	90	34,944	50
23 Accountant	25,628	27,617	27,236	28,720	396	26,735	101
24 Senior Accountant	30,411	33,890	33,631	37,477	283	33,289	77
25 Auditor	23,495	27,237	27,188	30,822	127	28,997	34
26 Senior Auditor	28,407	36,335	38,002	42,500	75	36,378	29
27 Collector	16,068	20,104	18,337	21,250	192	22,498	29
28 Compensation Analyst	27,354	33,313	36,371	36,371	54	31,187	25
29 Benefits Specialist	24,414	30,638	29,019	37,893	70	29,427	52
30 Personnel Assistant	23,850	26,357	26,124	27,432	170	26,060	79
31 Training and Development Specialist	29,761	33,282	34,239	37,598	84	33,465	43
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,098	16,481	16,526	19,272	637	16,006	91
33 Senior Data Entry Operator	15,322	18,220	17,836	20,526	187	19,675	46
34 Computer Operator	18,491	20,533	20,379	21,558	378	20,001	105
35 Senior Computer Operator	24,772	25,160	26,151	26,151	355	24,496	65
36 Programmer	27,445	28,242	27,445	29,476	403	27,452	61
37 Systems Analyst	34,605	35,846	34,605	39,043	595	36,535	48
38 Programmer/Analyst	29,403	33,039	32,447	35,499	674	33,743	81
39 Senior Programmer/Analyst	35,111	41,197	43,511	43,511	922	41,094	64
40 PC Specialist	29,403	29,809	29,403	29,403	259	29,936	51

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U.S. REGION
SOUTH

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,693	17,700	17,000	19,307	345	16,946	73
2 Senior Accounting Clerk	20,592	22,085	21,774	24,090	271	21,315	59
3 Accounts Payable Clerk	17,763	18,448	18,910	19,550	141	17,979	51
4 Accounts Receivable Clerk	13,500	16,970	17,298	20,410	82	18,286	36
5 Benefits Clerk	17,784	20,308	20,545	20,951	58	19,753	27
6 Clerk Typist	14,036	15,041	14,036	16,115	253	15,539	29
7 Credit and Collection Clerk	13,130	14,602	13,915	17,028	199	16,862	31
8 Customer Service Representative	17,353	19,558	18,987	19,537	688	19,085	52
9 File Clerk	11,658	13,984	13,210	16,300	283	14,338	41
10 General Clerk	13,586	15,575	14,752	18,647	416	15,190	46
11 Mail Clerk	12,718	15,093	14,231	16,715	224	14,597	58
12 Payroll Clerk	17,200	19,101	19,051	20,545	136	19,331	51
13 Personnel Clerk	16,740	19,279	18,336	23,250	81	18,043	31
14 Purchasing Clerk	17,700	20,417	21,482	21,482	171	18,909	44
15 Shipping/Receiving Clerk	15,569	17,378	18,768	18,768	222	16,170	37
16 Switchboard Operator/Receptionist	13,437	15,540	15,100	17,220	334	15,870	97
SECRETARIAL POSITIONS							
17 Word Processing Operator	18,784	18,654	18,784	18,784	763	18,109	55
18 Secretary/Administrative Assistant	17,139	19,630	19,461	22,014	1,010	18,725	75
19 Senior Secretary/Administrative Assistant	19,198	22,033	21,679	24,791	820	21,914	66
20 Executive Secretary/Executive Assistant	21,048	24,886	24,268	28,813	504	25,816	80
PROFESSIONAL POSITIONS							
21 Buyer	22,878	29,474	25,652	32,568	64	28,284	31
22 Purchasing Agent	37,255	36,377	37,255	37,255	139	32,859	34
23 Accountant	23,075	26,378	25,740	28,460	196	27,114	66
24 Senior Accountant	30,868	34,316	31,491	36,947	109	34,339	39
25 Auditor	28,700	32,530	29,446	31,464	166	33,751	30
26 Senior Auditor	33,400	35,096	34,859	35,000	137	38,681	23
27 Collector	16,227	17,690	16,227	17,660	68	23,202	10
28 Compensation Analyst	27,500	33,799	29,536	36,821	35	32,166	17
29 Benefits Specialist	23,171	30,138	27,770	35,183	45	31,463	29
30 Personnel Assistant	20,055	24,844	24,810	27,240	55	25,431	42
31 Training and Development Specialist	28,037	32,736	29,536	39,500	66	34,200	31
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,228	15,633	14,534	17,509	409	15,587	59
33 Senior Data Entry Operator	18,332	18,876	18,735	19,532	117	18,605	33
34 Computer Operator	18,575	20,310	20,991	21,300	228	19,878	59
35 Senior Computer Operator	21,163	22,847	22,928	24,050	116	22,987	46
36 Programmer	27,478	29,410	29,026	32,640	160	28,295	36
37 Systems Analyst	39,310	41,858	43,385	43,385	216	39,090	29
38 Programmer/Analyst	32,281	36,965	35,951	43,381	322	33,713	46
39 Senior Programmer/Analyst	36,176	40,991	40,718	43,133	222	39,381	43
40 PC Specialist	25,532	29,986	27,693	34,020	50	29,180	29

U.S. REGION
EAST NORTH CENTRAL

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,601	16,367	14,789	17,736	433	16,201	106
2 Senior Accounting Clerk	19,500	21,629	23,000	24,716	535	20,510	84
3 Accounts Payable Clerk	15,434	17,118	16,510	17,940	180	17,058	80
4 Accounts Receivable Clerk	15,538	16,999	17,300	18,117	139	17,139	49
5 Benefits Clerk	16,648	19,344	18,429	20,488	75	19,621	39
6 Clerk Typist	13,920	16,063	15,380	18,574	281	14,962	56
7 Credit and Collection Clerk	14,184	16,213	14,184	17,418	150	17,589	34
8 Customer Service Representative	13,523	18,438	17,347	20,778	369	19,765	63
9 File Clerk	11,730	13,462	13,440	15,278	174	13,383	48
10 General Clerk	12,277	14,960	12,672	18,595	1,242	15,100	72
11 Mail Clerk	12,200	14,062	13,602	15,725	220	13,928	71
12 Payroll Clerk	18,408	19,933	20,388	20,987	172	19,762	82
13 Personnel Clerk	15,332	18,374	18,502	21,080	109	18,053	41
14 Purchasing Clerk	15,332	18,476	18,048	19,040	144	17,649	65
15 Shipping/Receiving Clerk	14,560	17,746	17,680	21,112	146	17,206	71
16 Switchboard Operator/Receptionist	14,003	15,545	15,237	16,757	253	15,629	130
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,896	18,528	18,233	20,438	359	17,294	64
18 Secretary/Administrative Assistant	17,139	18,692	18,000	21,511	1,036	18,321	111
19 Senior Secretary/Administrative Assistant	19,077	20,869	20,192	21,750	763	21,212	96
20 Executive Secretary/Executive Assistant	22,650	25,319	23,982	28,725	456	24,952	113
PROFESSIONAL POSITIONS							
21 Buyer	28,300	35,346	35,016	44,892	183	26,987	53
22 Purchasing Agent	28,662	34,866	37,248	41,966	83	32,649	46
23 Accountant	23,580	27,792	26,883	33,169	260	26,251	80
24 Senior Accountant	31,740	34,415	33,878	36,491	117	33,508	44
25 Auditor	27,139	28,814	27,500	29,649	77	30,090	30
26 Senior Auditor	32,150	36,628	35,000	43,058	70	36,983	18
27 Collector	15,240	17,385	15,240	18,340	153	21,570	17
28 Compensation Analyst	32,905	37,745	36,840	43,150	22	35,503	16
29 Benefits Specialist	22,761	26,726	25,619	29,005	29	26,871	24
30 Personnel Assistant	21,000	25,494	23,286	29,789	76	25,225	52
31 Training and Development Specialist	28,000	33,757	32,380	37,600	46	32,859	28
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,398	15,879	15,370	16,500	293	16,141	72
33 Senior Data Entry Operator	17,026	18,711	17,700	19,771	147	18,580	40
34 Computer Operator	16,397	19,579	18,803	22,797	249	19,615	84
35 Senior Computer Operator	19,400	23,001	22,714	26,879	146	23,040	55
36 Programmer	28,800	31,896	30,258	38,415	380	27,360	57
37 Systems Analyst	33,120	36,246	33,120	36,088	289	37,811	40
38 Programmer/Analyst	30,534	35,542	38,124	41,465	614	31,943	68
39 Senior Programmer/Analyst	33,660	41,043	42,050	46,876	445	39,034	58
40 PC Specialist	25,026	29,103	29,000	33,653	77	28,746	47

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U.S. REGION
WEST NORTH CENTRAL

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,148	16,840	16,750	19,637	788	16,220	141
2 Senior Accounting Clerk	16,159	18,723	18,007	22,000	624	19,815	125
3 Accounts Payable Clerk	15,163	16,466	17,004	17,795	432	16,709	111
4 Accounts Receivable Clerk	15,142	16,332	16,663	17,297	274	16,473	69
5 Benefits Clerk	16,761	18,979	19,119	20,380	63	18,837	44
6 Clerk Typist	13,488	14,598	13,882	15,945	943	14,153	86
7 Credit and Collection Clerk	14,939	17,099	17,200	19,824	185	16,814	53
8 Customer Service Representative	14,546	17,886	17,394	20,996	851	18,008	86
9 File Clerk	11,071	12,378	12,500	13,428	514	12,330	74
10 General Clerk	12,600	13,666	13,770	15,024	1,239	14,394	83
11 Mail Clerk	11,820	13,090	12,852	14,100	426	13,407	115
12 Payroll Clerk	15,990	17,862	17,616	19,149	311	18,693	109
13 Personnel Clerk	15,000	18,064	17,532	21,270	107	17,632	68
14 Purchasing Clerk	14,519	16,569	15,188	18,593	238	17,227	69
15 Shipping/Receiving Clerk	13,824	15,950	15,610	17,433	327	15,651	88
16 Switchboard Operator/Receptionist	13,502	15,261	15,235	17,008	601	15,174	170
SECRETARIAL POSITIONS							
17 Word Processing Operator	14,964	15,666	15,108	15,540	1,626	16,723	101
18 Secretary/Administrative Assistant	15,790	17,995	18,039	19,728	2,756	17,687	155
19 Senior Secretary/Administrative Assistant	17,655	20,044	19,700	22,528	1,986	20,528	146
20 Executive Secretary/Executive Assistant	19,923	23,057	22,310	25,114	912	24,851	155
PROFESSIONAL POSITIONS							
21 Buyer	22,500	28,682	27,326	35,168	139	25,719	57
22 Purchasing Agent	23,341	29,897	27,624	34,200	120	30,435	70
23 Accountant	22,800	26,002	24,705	28,038	429	26,374	122
24 Senior Accountant	28,701	32,661	31,400	36,048	238	32,410	75
25 Auditor	23,830	26,686	25,180	28,572	172	27,766	50
26 Senior Auditor	33,032	34,726	33,421	37,600	134	34,914	43
27 Collector	13,200	17,258	17,406	20,000	299	20,979	38
28 Compensation Analyst	26,100	31,406	32,400	37,128	89	29,758	44
29 Benefits Specialist	22,500	25,013	22,500	27,322	121	27,545	52
30 Personnel Assistant	22,171	24,674	23,127	26,448	206	24,405	77
31 Training and Development Specialist	28,050	31,949	33,990	35,344	97	32,168	53
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,930	14,809	15,000	16,435	621	15,255	102
33 Senior Data Entry Operator	17,132	17,896	17,607	17,757	350	18,819	63
34 Computer Operator	17,345	19,315	19,323	21,325	394	18,794	115
35 Senior Computer Operator	20,895	23,070	23,397	24,960	246	22,976	90
36 Programmer	23,845	27,402	26,534	31,192	404	26,372	78
37 Systems Analyst	32,696	36,154	34,665	40,000	270	36,894	72
38 Programmer/Analyst	27,865	31,224	30,840	34,000	830	31,332	112
39 Senior Programmer/Analyst	33,620	37,012	36,816	40,945	623	36,598	93
40 PC Specialist	24,360	28,255	27,099	32,531	128	28,480	77

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U.S. REGION
WEST

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	16,686	18,421	17,300	19,501	145	19,109	46
2 Senior Accounting Clerk	19,930	22,928	22,673	24,333	163	24,075	45
3 Accounts Payable Clerk	15,475	18,639	17,730	21,180	98	19,345	38
4 Accounts Receivable Clerk	17,120	19,956	19,673	21,522	82	19,367	25
5 Benefits Clerk	20,911	22,114	23,281	23,462	22	21,309	12
6 Clerk Typist	18,264	20,254	21,820	21,820	50	18,854	21
7 Credit and Collection Clerk	17,042	21,604	20,800	26,392	70	19,341	20
8 Customer Service Representative	19,544	21,953	23,352	23,352	951	20,451	41
9 File Clerk	14,602	15,661	14,717	16,126	91	15,253	31
10 General Clerk	14,400	15,839	15,072	17,219	165	17,087	27
11 Mail Clerk	16,200	18,819	21,094	21,408	136	16,597	46
12 Payroll Clerk	18,429	21,090	20,616	23,446	57	21,778	31
13 Personnel Clerk	15,888	19,553	18,860	22,026	69	20,194	29
14 Purchasing Clerk	17,888	19,791	20,372	20,550	48	19,890	24
15 Shipping/Receiving Clerk	25,404	24,638	25,404	25,404	581	19,194	37
16 Switchboard Operator/Receptionist	16,483	18,517	18,100	20,524	121	18,112	73
SECRETARIAL POSITIONS							
17 Word Processing Operator	19,947	22,434	23,292	24,409	134	22,270	39
18 Secretary/Administrative Assistant	18,821	21,690	22,074	23,592	504	22,143	64
19 Senior Secretary/Administrative Assistant	23,788	25,982	26,400	27,407	447	25,837	53
20 Executive Secretary/Executive Assistant	25,165	29,851	30,025	33,280	218	30,199	63
PROFESSIONAL POSITIONS							
21 Buyer	26,000	30,640	31,032	34,650	79	28,993	23
22 Purchasing Agent	27,926	33,150	34,456	37,287	76	32,270	34
23 Accountant	25,853	28,637	28,000	31,500	169	29,213	42
24 Senior Accountant	33,000	36,059	35,745	38,772	101	36,472	35
25 Auditor	31,320	34,113	33,075	35,699	18	34,694	13
26 Senior Auditor	38,844	43,246	42,696	44,076	20	43,095	13
27 Collector	19,561	21,976	19,561	25,867	39	26,678	10
28 Compensation Analyst	31,200	34,460	35,886	39,661	11	34,460	11
29 Benefits Specialist	28,254	33,727	33,246	37,000	16	33,508	15
30 Personnel Assistant	24,701	31,940	30,281	37,758	45	30,577	27
31 Training and Development Specialist	33,672	37,367	36,909	39,000	24	38,321	13
DATA PROCESSING POSITIONS							
32 Data Entry Operator	16,780	19,656	20,844	22,680	394	18,251	51
33 Senior Data Entry Operator	20,965	23,817	25,140	25,511	42	23,082	24
34 Computer Operator	20,270	23,007	23,662	25,091	94	22,598	39
35 Senior Computer Operator	26,573	28,626	30,200	31,860	81	27,774	32
36 Programmer	28,843	31,034	30,768	33,110	53	30,933	22
37 Systems Analyst	35,000	41,663	45,080	47,208	62	39,349	22
38 Programmer/Analyst	35,798	37,866	38,011	39,360	192	36,283	36
39 Senior Programmer/Analyst	44,291	47,134	48,252	51,013	254	44,874	34
40 PC Specialist	27,785	33,724	35,000	38,000	35	32,509	24

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COMPANY SIZE (USA)

1 - 100 EMPLOYEES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,560	16,654	15,980	17,700	157	16,765	107
2 Senior Accounting Clerk	17,960	21,023	20,719	23,556	98	20,895	80
3 Accounts Payable Clerk	15,770	17,958	17,888	20,736	79	17,540	64
4 Accounts Receivable Clerk	14,815	17,365	16,840	21,008	68	17,348	47
5 Benefits Clerk	18,540	20,344	19,613	20,800	24	20,610	13
6 Clerk Typist	13,126	15,033	14,820	16,640	85	15,149	48
7 Credit and Collection Clerk	11,000	14,126	11,440	16,640	63	16,546	28
8 Customer Service Representative	16,640	18,426	18,460	20,300	331	18,604	81
9 File Clerk	11,000	13,191	12,960	14,500	60	13,553	36
10 General Clerk	11,440	14,091	12,740	16,821	122	14,961	54
11 Mail Clerk	12,200	14,755	14,600	16,183	57	15,249	46
12 Payroll Clerk	14,700	17,441	17,200	19,200	36	17,794	26
13 Personnel Clerk	15,200	18,957	17,000	24,306	27	18,421	17
14 Purchasing Clerk	14,000	17,733	16,800	20,000	28	18,075	23
15 Shipping/Receiving Clerk	14,000	16,343	16,000	17,500	72	16,964	48
16 Switchboard Operator/Receptionist	13,425	15,190	15,000	16,796	211	15,701	164
SECRETARIAL POSITIONS							
17 Word Processing Operator	14,500	17,576	17,368	19,888	151	18,189	73
18 Secretary/Administrative Assistant	16,443	18,813	18,470	20,744	322	18,739	136
19 Senior Secretary/Administrative Assistant	19,677	22,613	21,815	25,350	195	22,456	86
20 Executive Secretary/Executive Assistant	21,000	25,280	24,300	28,000	161	25,552	110
PROFESSIONAL POSITIONS							
21 Buyer	21,800	27,601	24,300	30,153	31	27,178	22
22 Purchasing Agent	23,341	27,187	25,000	32,729	38	26,879	31
23 Accountant	23,700	26,356	27,500	28,566	125	25,966	54
24 Senior Accountant	28,876	32,360	33,000	34,675	69	33,514	30
25 Auditor	27,936	38,861	33,800	55,000	23	33,819	10
26 Senior Auditor	33,400	36,656	33,400	41,800	22	37,536	6
27 Collector	17,660	23,186	21,000	27,040	18	25,886	11
28 Compensation Analyst	30,100	33,050	34,600	36,000	5	33,050	5
29 Benefits Specialist	21,259	25,158	21,259	27,024	12	26,096	7
30 Personnel Assistant	22,171	23,080	22,171	23,000	58	24,194	30
31 Training and Development Specialist	29,120	34,779	39,000	39,000	18	33,155	13
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,800	16,081	15,960	16,976	122	15,932	63
33 Senior Data Entry Operator	15,000	17,990	18,000	20,030	36	18,957	22
34 Computer Operator	16,489	18,755	19,150	21,000	68	18,795	44
35 Senior Computer Operator	20,800	24,305	24,752	26,626	31	24,260	28
36 Programmer	24,000	29,087	27,000	30,336	40	29,858	24
37 Systems Analyst	33,249	36,391	38,000	40,850	27	36,290	18
38 Programmer/Analyst	28,677	33,882	34,605	34,985	78	32,632	32
39 Senior Programmer/Analyst	35,625	41,966	40,610	46,070	79	39,989	23
40 PC Specialist	22,000	25,839	24,240	31,000	33	26,523	28

COMPANY SIZE (USA)
101 - 250 EMPLOYEES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,735	16,225	16,000	17,290	301	16,654	123
2 Senior Accounting Clerk	18,200	20,659	19,791	22,157	173	20,901	90
3 Accounts Payable Clerk	15,310	17,033	16,519	18,543	149	17,310	100
4 Accounts Receivable Clerk	15,000	17,272	17,100	18,900	132	17,574	75
5 Benefits Clerk	15,000	18,737	18,980	22,672	19	19,009	16
6 Clerk Typist	13,259	14,187	14,100	14,733	200	14,444	51
7 Credit and Collection Clerk	15,017	17,818	16,328	21,000	106	17,195	41
8 Customer Service Representative	14,934	17,836	16,819	20,575	512	18,873	83
9 File Clerk	12,180	14,013	14,040	16,126	184	13,578	64
10 General Clerk	13,448	14,963	14,560	16,619	288	15,142	74
11 Mail Clerk	12,757	14,428	14,264	16,039	191	14,276	99
12 Payroll Clerk	16,700	19,717	19,368	22,290	104	19,997	82
13 Personnel Clerk	15,600	18,542	17,206	21,724	47	18,473	41
14 Purchasing Clerk	14,945	16,995	16,747	18,928	96	17,439	67
15 Shipping/Receiving Clerk	15,600	17,422	17,181	19,864	148	17,400	67
16 Switchboard Operator/Receptionist	13,650	16,125	15,470	18,132	258	16,193	172
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,460	18,910	18,345	21,500	223	17,946	81
18 Secretary/Administrative Assistant	17,269	19,681	19,700	22,114	643	18,942	131
19 Senior Secretary/Administrative Assistant	19,510	22,475	21,670	25,900	476	21,938	113
20 Executive Secretary/Executive Assistant	21,528	24,696	23,708	26,500	348	25,607	141
PROFESSIONAL POSITIONS							
21 Buyer	22,500	28,109	26,650	33,000	81	25,891	43
22 Purchasing Agent	23,504	33,069	31,464	37,456	61	31,544	46
23 Accountant	22,300	25,943	24,880	28,500	167	25,786	88
24 Senior Accountant	28,331	32,459	31,740	34,335	107	32,455	57
25 Auditor	27,500	28,723	28,700	31,000	152	27,951	27
26 Senior Auditor	33,913	34,498	35,000	35,000	141	35,457	18
27 Collector	18,340	20,747	20,400	22,976	51	21,558	23
28 Compensation Analyst	24,486	28,593	30,115	31,849	5	28,593	5
29 Benefits Specialist	22,240	26,758	26,428	30,000	22	26,974	21
30 Personnel Assistant	20,040	24,629	23,160	29,099	91	24,650	82
31 Training and Development Specialist	28,000	31,990	29,800	37,003	28	32,935	23
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,563	16,436	15,928	17,392	257	15,793	87
33 Senior Data Entry Operator	16,600	18,883	17,945	20,805	69	19,369	42
34 Computer Operator	16,640	19,331	19,000	21,250	152	19,505	88
35 Senior Computer Operator	19,848	22,221	21,913	24,500	77	22,325	57
36 Programmer	24,400	28,107	28,150	32,421	159	26,326	58
37 Systems Analyst	32,460	36,880	35,280	43,968	59	36,681	42
38 Programmer/Analyst	28,592	32,704	31,873	36,024	173	31,803	70
39 Senior Programmer/Analyst	31,636	39,482	38,200	50,212	111	38,140	55
40 PC Specialist	22,698	28,672	28,033	33,740	66	28,304	53

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COMPANY SIZE (USA)
251 - 500 EMPLOYEES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,882	16,781	16,411	18,144	367	16,731	100
2 Senior Accounting Clerk	17,800	19,764	19,930	20,832	256	20,033	83
3 Accounts Payable Clerk	15,600	17,354	17,230	19,560	206	17,791	91
4 Accounts Receivable Clerk	15,614	17,335	16,663	19,240	146	17,596	62
5 Benefits Clerk	15,652	18,963	17,784	21,000	57	19,622	30
6 Clerk Typist	13,000	15,156	15,255	16,702	198	14,934	48
7 Credit and Collection Clerk	13,915	17,872	17,042	20,800	190	18,066	42
8 Customer Service Representative	16,100	18,481	19,000	19,760	671	18,895	77
9 File Clerk	11,000	12,366	11,658	13,210	225	13,212	51
10 General Clerk	11,500	13,605	12,600	15,444	513	15,000	67
11 Mail Clerk	12,300	13,844	12,896	15,204	275	14,099	84
12 Payroll Clerk	16,242	19,173	18,610	21,736	121	19,647	86
13 Personnel Clerk	16,740	18,619	17,767	20,800	82	18,510	57
14 Purchasing Clerk	15,182	17,546	17,888	19,040	135	17,469	60
15 Shipping/Receiving Clerk	13,595	16,259	16,500	17,690	136	16,556	64
16 Switchboard Operator/Receptionist	13,000	15,095	14,705	17,363	277	16,029	125
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,300	17,498	17,154	19,040	254	17,693	57
18 Secretary/Administrative Assistant	16,810	18,499	17,955	19,920	758	18,664	106
19 Senior Secretary/Administrative Assistant	19,143	21,562	21,083	22,880	517	21,457	89
20 Executive Secretary/Executive Assistant	22,650	24,950	24,268	26,700	479	25,626	112
PROFESSIONAL POSITIONS							
21 Buyer	24,545	29,596	26,040	34,650	118	27,498	53
22 Purchasing Agent	27,092	32,600	33,000	38,256	98	32,270	48
23 Accountant	24,125	26,866	25,853	29,200	220	27,023	90
24 Senior Accountant	29,297	33,458	32,895	37,258	85	32,944	60
25 Auditor	25,180	27,298	28,570	31,320	53	28,333	23
26 Senior Auditor	33,715	37,316	37,600	45,792	26	37,960	19
27 Collector	16,227	19,271	16,407	19,561	98	23,549	17
28 Compensation Analyst	26,040	30,415	29,703	32,042	11	30,415	11
29 Benefits Specialist	23,388	27,769	27,189	32,940	41	27,707	37
30 Personnel Assistant	20,592	24,684	23,918	27,542	68	25,203	56
31 Training and Development Specialist	24,000	31,606	29,850	37,275	38	32,409	26
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,883	15,988	15,496	16,960	445	16,187	78
33 Senior Data Entry Operator	16,674	19,087	18,734	20,141	66	19,794	34
34 Computer Operator	16,740	19,372	18,423	21,828	185	19,544	90
35 Senior Computer Operator	21,163	23,892	22,714	24,300	134	24,056	57
36 Programmer	23,099	26,491	25,500	29,032	115	26,175	57
37 Systems Analyst	33,953	38,360	39,208	41,894	93	37,645	37
38 Programmer/Analyst	30,045	33,334	32,100	35,909	301	33,062	82
39 Senior Programmer/Analyst	33,741	38,439	36,717	41,381	229	38,882	64
40 PC Specialist	25,002	29,079	29,100	33,147	67	29,124	46

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COMPANY SIZE (USA)

501 - 1,000 EMPLOYEES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,328	17,106	15,817	19,445	446	17,151	78
2 Senior Accounting Clerk	19,927	21,545	22,373	23,533	340	21,251	65
3 Accounts Payable Clerk	14,788	17,157	17,795	18,910	248	17,987	55
4 Accounts Receivable Clerk	15,587	18,486	17,676	20,878	111	18,886	34
5 Benefits Clerk	16,000	19,448	19,431	20,545	62	19,266	32
6 Clerk Typist	14,264	15,083	14,264	16,671	437	16,277	50
7 Credit and Collection Clerk	14,939	16,661	16,845	18,107	130	17,512	30
8 Customer Service Representative	16,700	20,297	20,300	22,841	710	20,648	47
9 File Clerk	10,597	12,504	12,688	13,338	264	13,794	39
10 General Clerk	13,375	15,800	15,529	18,595	656	15,862	49
11 Mail Clerk	12,588	15,825	16,100	17,888	253	14,801	71
12 Payroll Clerk	18,880	20,328	20,987	21,256	177	20,258	74
13 Personnel Clerk	17,914	20,711	21,440	24,177	95	19,022	49
14 Purchasing Clerk	17,021	21,952	21,804	28,142	102	20,113	56
15 Shipping/Receiving Clerk	16,874	17,974	17,433	20,093	159	17,568	53
16 Switchboard Operator/Receptionist	14,592	16,388	15,913	18,304	219	16,765	75
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,416	18,714	18,943	21,258	176	18,553	50
18 Secretary/Administrative Assistant	16,100	19,167	18,039	21,861	833	19,612	76
19 Senior Secretary/Administrative Assistant	18,912	22,076	21,900	23,977	892	22,063	88
20 Executive Secretary/Executive Assistant	23,562	26,486	26,634	29,598	411	26,730	89
PROFESSIONAL POSITIONS							
21 Buyer	26,458	32,167	29,457	39,754	122	29,208	43
22 Purchasing Agent	31,717	37,019	38,633	40,861	80	35,352	44
23 Accountant	23,967	28,471	27,527	32,670	224	27,989	75
24 Senior Accountant	31,038	35,235	34,580	40,060	128	34,790	47
25 Auditor	23,640	29,484	29,784	34,644	77	30,053	37
26 Senior Auditor	32,884	37,738	38,040	41,400	64	37,775	33
27 Collector	17,820	21,761	19,000	20,876	88	22,653	21
28 Compensation Analyst	28,000	31,839	29,536	35,771	45	31,157	27
29 Benefits Specialist	25,600	29,263	29,600	33,500	46	28,976	40
30 Personnel Assistant	20,966	26,787	24,970	31,500	63	26,825	46
31 Training and Development Specialist	29,536	32,119	30,500	35,609	56	33,632	35
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,197	17,576	17,118	22,680	537	17,146	56
33 Senior Data Entry Operator	17,460	19,520	19,053	21,700	127	20,078	40
34 Computer Operator	17,695	20,888	20,903	23,461	289	20,629	77
35 Senior Computer Operator	21,297	24,005	23,624	26,416	188	24,737	64
36 Programmer	25,070	27,922	28,080	29,800	233	28,958	46
37 Systems Analyst	34,665	39,757	39,310	44,100	203	40,611	47
38 Programmer/Analyst	30,175	33,948	33.324	37,100	386	33,870	63
39 Senior Programmer/Analyst	37,799	40,358	39,584	43,155	340	40,627	65
40 PC Specialist	26,450	32,861	33,643	38,801	84	31,247	49

COMPANY SIZE (USA)
MORE THAN 1,000 EMPLOYEES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,768	16,998	16,453	19,307	833	17,169	89
2 Senior Accounting Clerk	17,039	20,563	21,611	24,095	1,162	20,668	80
3 Accounts Payable Clerk	16,704	17,285	17,298	18,343	608	17,389	71
4 Accounts Receivable Clerk	15,642	17,321	17,414	19,116	417	16,763	42
5 Benefits Clerk	18,849	19,473	19,116	20,340	194	19,475	67
6 Clerk Typist	14,036	16,407	17,704	17,704	2,235	15,160	63
7 Credit and Collection Clerk	14,184	17,789	17,200	19,910	298	18,402	41
8 Customer Service Representative	18,875	20,618	19,042	23,352	2,145	19,685	54
9 File Clerk	12,655	14,743	15,704	16,308	1,217	13,453	66
10 General Clerk	13,101	15,772	15,024	19,116	3,044	14,706	63
11 Mail Clerk	12,653	14,200	13,587	15,514	829	14,783	92
12 Payroll Clerk	18,000	19,031	19,735	19,735	663	19,109	92
13 Personnel Clerk	15,888	19,013	18,616	22,000	257	18,451	66
14 Purchasing Clerk	14,519	17,974	17,509	21,482	326	18,105	60
15 Shipping/Receiving Clerk	18,305	21,369	25,404	25,404	1,030	16,723	76
16 Switchboard Operator/Receptionist	14,211	16,195	15,905	17,512	671	16,218	94
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,108	16,850	15,700	18,784	2,505	17,460	67
18 Secretary/Administrative Assistant	16,536	18,710	18,309	21,511	3,713	18,547	101
19 Senior Secretary/Administrative Assistant	18,564	21,607	21,012	24,390	3,253	21,618	102
20 Executive Secretary/Executive Assistant	20,030	25,022	25,114	28,810	1,323	26,416	105
PROFESSIONAL POSITIONS							
21 Buyer	25,081	31,978	30,188	44,892	278	27,202	69
22 Purchasing Agent	29,090	34,511	37,255	37,255	219	33,512	60
23 Accountant	24,000	27,261	26,726	30,576	662	27,228	95
24 Senior Accountant	30,480	34,777	35,374	37,477	391	34,878	69
25 Auditor	23,590	29,622	29,429	32,038	209	31,628	57
26 Senior Auditor	29,466	36,326	35,209	42,696	145	36,725	47
27 Collector	15,240	17,021	16,068	18,489	494	20,377	31
28 Compensation Analyst	27,150	33,438	34,692	36,371	126	32,306	62
29 Benefits Specialist	22,500	27,811	24,235	31,162	157	31,101	64
30 Personnel Assistant	25,115	27,764	26,124	26,926	227	28,207	56
31 Training and Development Specialist	29,761	34,271	34,239	37,598	159	34,215	66
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,930	15,842	15,413	18,728	893	15,546	80
33 Senior Data Entry Operator	16,957	18,299	17,580	19,395	434	19,000	61
34 Computer Operator	18,378	20,144	20,269	21,558	580	19,981	92
35 Senior Computer Operator	23,800	24,882	26,151	26,151	480	23,996	76
36 Programmer	27,445	30,401	29,476	33,700	800	28,112	62
37 Systems Analyst	34,605	36,482	34,605	39,043	953	35,941	60
38 Programmer/Analyst	30,540	34,480	33,577	38,742	1,530	33,083	87
39 Senior Programmer/Analyst	35,111	41,281	43,511	46,367	1,633	39,715	78
40 PC Specialist	29,403	29,339	29,403	29,403	290	30,328	48

TYPE OF BUSINESS (USA)
MANUFACTURING / CONSTRUCTION

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,817	17,943	17,290	20,043	301	17,251	119
2 Senior Accounting Clerk	18,616	21,831	22,000	24,816	237	21,385	100
3 Accounts Payable Clerk	15,926	17,839	17,850	19,260	218	17,631	109
4 Accounts Receivable Clerk	15,660	17,765	17,657	19,240	165	18,093	85
5 Benefits Clerk	19,240	20,714	19,400	23,400	64	20,801	32
6 Clerk Typist	14,630	16,047	15,745	18,500	114	15,251	44
7 Credit and Collection Clerk	17,035	19,529	19,824	21,882	138	18,930	56
8 Customer Service Representative	17,998	20,870	20,640	23,099	662	20,925	105
9 File Clerk	12,688	14,690	14,144	17,139	50	14,110	36
10 General Clerk	13,900	15,775	15,062	17,400	176	15,533	64
11 Mail Clerk	13,150	14,960	14,560	16,637	122	14,645	68
12 Payroll Clerk	17,268	19,641	19,000	22,400	145	19,653	98
13 Personnel Clerk	17,423	19,518	20,002	22,000	97	18,644	56
14 Purchasing Clerk	15,332	18,051	17,153	19,697	148	18,009	89
15 Shipping/Receiving Clerk	15,600	18,204	17,836	20,093	188	17,965	88
16 Switchboard Operator/Receptionist	14,900	16,563	16,163	18,636	209	16,461	149
SECRETARIAL POSITIONS							
17 Word Processing Operator	17,431	18,674	18,600	21,060	84	18,552	31
18 Secretary/Administrative Assistant	17,857	19,606	19,541	21,132	627	18,975	120
19 Senior Secretary/Administrative Assistant	20,313	22,076	22,200	23,500	620	21,905	98
20 Executive Secretary/Executive Assistant	23,000	25,911	26,376	28,300	452	25,519	129
PROFESSIONAL POSITIONS							
21 Buyer	24,696	29,068	27,883	32,268	194	27,309	100
22 Purchasing Agent	32,420	37,160	37,700	40,861	152	36,726	77
23 Accountant	25,400	29,163	28,650	33,504	238	28,247	98
24 Senior Accountant	29,750	34,920	34,622	40,027	122	34,473	67
25 Auditor	28,800	34,120	33,800	36,257	35	36,143	16
26 Senior Auditor	37,600	40,470	41,734	41,800	30	39,586	14
27 Collector	19,900	25,437	22,000	29,200	30	27,076	19
28 Compensation Analyst	31,200	39,772	43,740	44,556	13	35,780	8
29 Benefits Specialist	24,045	28,371	27,500	32,940	48	28,253	40
30 Personnel Assistant	20,586	24,770	24,100	27,843	73	24,834	66
31 Training and Development Specialist	29,731	33,826	32,694	37,620	20	33,473	16
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,821	16,797	16,100	18,052	175	16,694	71
33 Senior Data Entry Operator	17,160	20,257	19,500	24,056	109	19,861	38
34 Computer Operator	18,050	20,848	20,572	23,192	165	20,447	88
35 Senior Computer Operator	20,400	23,604	22,984	26,475	103	24,061	51
36 Programmer	24,200	27,091	27,145	28,694	92	27,133	56
37 Systems Analyst	34,825	40,924	42,000	45,700	96	39,323	44
38 Programmer/Analyst	30,200	33,903	33,324	35,992	244	33,758	78
39 Senior Programmer/Analyst	36,600	40,253	39,900	42,671	174	40,805	65
40 PC Specialist	25,200	31,386	30,362	38,496	53	30,651	40

TYPE OF BUSINESS (USA)
BANKING / FINANCE

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,601	15,747	15,704	16,453	299	15,843	48
2 Senior Accounting Clerk	15,356	17,217	16,006	19,200	394	19,163	42
3 Accounts Payable Clerk	15,000	16,661	17,298	17,298	238	16,683	33
4 Accounts Receivable Clerk	14,079	15,021	14,914	14,914	18	16,318	6
5 Benefits Clerk	15,060	17,984	17,664	20,121	44	17,976	21
6 Clerk Typist	12,600	13,443	13,259	13,822	108	14,361	21
7 Credit and Collection Clerk	13,775	14,620	14,184	15,309	179	14,725	24
8 Customer Service Representative	15,028	17,276	16,488	18,875	717	16,600	35
9 File Clerk	12,569	12,850	13,058	13,201	144	12,439	26
10 General Clerk	12,672	13,031	13,190	13,375	792	13,315	26
11 Mail Clerk	11,677	13,842	14,370	15,514	319	13,004	43
12 Payroll Clerk	15,906	18,215	17,892	19,800	74	18,697	37
13 Personnel Clerk	15,450	17,611	17,365	20,027	41	17,381	29
14 Purchasing Clerk	14,742	17,064	16,807	19,250	36	16,895	24
15 Shipping/Receiving Clerk	13,100	16,030	14,760	20,529	82	15,866	20
16 Switchboard Operator/Receptionist	13,345	15,060	14,521	16,176	117	15,501	51
SECRETARIAL POSITIONS							
17 Word Processing Operator	14,885	17,419	16,435	20,083	155	16,976	36
18 Secretary/Administrative Assistant	15,904	17,185	16,078	18,000	679	17,364	47
19 Senior Secretary/Administrative Assistant	18,535	20,585	20,340	22,308	695	20,712	50
20 Executive Secretary/Executive Assistant	23,562	25,197	24,858	27,313	314	25,597	53
PROFESSIONAL POSITIONS							
21 Buyer	21,192	25,705	22,357	27,232	23	25,632	10
22 Purchasing Agent	24,217	29,602	28,525	34,456	28	29,430	21
23 Accountant	23,607	25,528	25,071	26,726	145	24,487	39
24 Senior Accountant	27,401	30,974	30,772	33,237	71	30,338	22
25 Auditor	22,317	25,662	23,590	30,049	149	26,190	38
26 Senior Auditor	28,407	33,211	30,430	35,715	78	32,938	30
27 Collector	15,240	16,887	16,068	18,381	487	19,124	33
28 Compensation Analyst	24,486	28,404	28,500	30,516	25	28,371	19
29 Benefits Specialist	21,777	27,768	26,384	30,376	27	27,938	22
30 Personnel Assistant	22,900	28,997	26,866	33,834	61	26,155	32
31 Training and Development Specialist	23,000	29,742	31,290	35,344	56	29,192	29
DATA PROCESSING POSITIONS							
32 Data Entry Operator	12,296	13,673	12,765	14,141	253	14,502	27
33 Senior Data Entry Operator	15,322	16,702	15,322	17,904	112	18,744	21
34 Computer Operator	16,920	18,908	17,695	20,379	182	18,425	41
35 Senior Computer Operator	21,288	23,163	24,772	25,085	156	22,500	32
36 Programmer	22,307	26,127	27,588	29,623	154	24,810	23
37 Systems Analyst	39,043	38,955	39,043	39,043	182	37,524	21
38 Programmer/Analyst	30,540	32,701	32,155	34,554	334	32,149	32
39 Senior Programmer/Analyst	33,715	40,273	39,000	46,367	318	38,550	22
40 PC Specialist	27,027	31,158	31,140	36,000	46	29,757	26

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TYPE OF BUSINESS (USA)
INSURANCE

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,604	15,907	15,735	17,200	287	15,970	74
2 Senior Accounting Clerk	18,613	21,727	24,095	24,716	318	19,952	68
3 Accounts Payable Clerk	16,042	17,703	17,230	19,800	66	17,765	34
4 Accounts Receivable Clerk	15,587	16,478	17,357	17,414	99	16,290	23
5 Benefits Clerk	17,092	19,003	19,225	19,975	38	18,976	23
6 Clerk Typist	13,200	14,236	13,794	15,023	327	14,428	52
7 Credit and Collection Clerk	19,095	20,052	20,696	22,776	25	19,755	11
8 Customer Service Representative	18,987	19,559	19,042	19,466	1,081	19,832	44
9 File Clerk	11,343	12,684	12,240	13,400	560	12,838	70
10 General Clerk	12,570	13,968	13,322	14,514	965	14,268	60
11 Mail Clerk	12,300	14,174	13,450	14,700	577	13,737	90
12 Payroll Clerk	18,167	20,224	19,117	22,071	81	20,555	45
13 Personnel Clerk	17,680	19,592	21,080	21,080	50	18,324	22
14 Purchasing Clerk	16,699	18,596	18,064	19,325	34	18,985	26
15 Shipping/Receiving Clerk	13,052	15,419	15,090	16,393	76	15,430	35
16 Switchboard Operator/Receptionist	14,061	16,449	16,323	18,000	171	15,834	87
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,330	17,570	16,601	19,400	372	17,349	78
18 Secretary/Administrative Assistant	17,301	19,649	18,901	21,511	733	19,214	76
19 Senior Secretary/Administrative Assistant	20,893	22,761	21,830	25,837	655	22,215	69
20 Executive Secretary/Executive Assistant	22,950	26,548	26,512	30,300	345	26,272	83
PROFESSIONAL POSITIONS							
21 Buyer	25,081	27,392	26,789	31,256	16	26,636	11
22 Purchasing Agent	26,488	31,832	32,634	36,879	27	31,362	19
23 Accountant	25,590	27,457	26,131	31,500	278	26,701	63
24 Senior Accountant	31,620	34,155	33,453	38,772	132	33,093	45
25 Auditor	27,188	29,798	29,567	33,047	51	29,308	27
26 Senior Auditor	32,150	37,241	38,040	43,058	90	36,768	28
27 Collector	23,800	24,876	25,538	25,538	22	24,161	6
28 Compensation Analyst	28,000	31,199	30,408	34,608	22	30,372	18
29 Benefits Specialist	22,240	27,829	26,956	34,020	32	29,449	23
30 Personnel Assistant	22,712	27,641	26,400	31,000	45	26,768	34
31 Training and Development Specialist	28,880	32,689	30,900	35,609	54	34,099	26
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,107	17,546	16,465	20,844	604	16,062	65
33 Senior Data Entry Operator	17,208	19,106	19,615	20,526	110	19,161	29
34 Computer Operator	18,500	20,234	20,243	21,509	209	19,763	70
35 Senior Computer Operator	22,407	24,801	24,486	26,879	173	24,075	47
36 Programmer	25,070	30,807	29,800	38,415	366	26,791	51
37 Systems Analyst	34,665	38,096	36,505	43,487	184	37,190	35
38 Programmer/Analyst	29,372	35,009	35,900	39,360	659	32,548	62
39 Senior Programmer/Analyst	33,660	40,418	40,718	48,252	517	38,622	51
40 PC Specialist	26,500	31,188	29,648	37,396	78	30,546	42

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TYPE OF BUSINESS (USA)
BUSINESS / HEALTHCARE SERVICE

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,500	15,978	16,568	17,160	208	16,531	69
2 Senior Accounting Clerk	19,000	20,107	19,930	20,700	173	20,381	48
3 Accounts Payable Clerk	15,427	17,427	17,180	19,304	127	17,523	52
4 Accounts Receivable Clerk	16,500	18,008	17,460	20,446	329	17,518	48
5 Benefits Clerk	16,390	18,193	17,909	20,685	35	18,004	23
6 Clerk Typist	13,920	15,523	15,700	16,952	205	14,868	36
7 Credit and Collection Clerk	13,915	16,692	16,413	19,661	235	16,546	31
8 Customer Service Representative	14,934	17,359	17,827	19,000	369	18,260	51
9 File Clerk	11,700	13,417	12,777	15,226	343	13,566	45
10 General Clerk	12,277	13,092	12,277	14,290	575	14,619	41
11 Mail Clerk	11,700	13,765	14,100	15,210	150	14,561	51
12 Payroll Clerk	17,000	19,164	19,132	20,650	114	19,209	55
13 Personnel Clerk	15,332	17,491	16,224	18,616	84	17,428	33
14 Purchasing Clerk	14,000	16,550	17,000	17,867	74	16,809	30
15 Shipping/Receiving Clerk	14,685	16,347	15,122	18,305	192	16,267	41
16 Switchboard Operator/Receptionist	13,800	15,779	15,724	17,512	560	15,679	95
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,700	18,040	18,491	19,107	236	18,164	53
18 Secretary/Administrative Assistant	17,000	18,335	17,586	19,104	878	18,376	74
19 Senior Secretary/Administrative Assistant	18,518	20,537	19,722	21,686	571	21,505	70
20 Executive Secretary/Executive Assistant	22,000	24,510	24,268	27,600	376	24,744	79
PROFESSIONAL POSITIONS							
21 Buyer	25,457	35,499	44,892	44,892	137	24,158	25
22 Purchasing Agent	22,802	26,049	23,200	31,050	37	26,738	21
23 Accountant	22,824	25,498	24,250	28,500	160	25,422	54
24 Senior Accountant	27,082	30,877	31,400	33,800	81	30,952	27
25 Auditor	28,700	29,728	29,260	31,000	99	30,055	16
26 Senior Auditor	33,204	34,113	35,000	35,000	85	35,387	8
27 Collector	16,227	18,500	18,412	20,006	117	19,394	13
28 Compensation Analyst	26,100	28,678	26,624	34,237	23	30,371	17
29 Benefits Specialist	22,500	24,002	22,500	22,500	82	27,629	23
30 Personnel Assistant	21,913	24,724	22,766	26,926	73	25,236	43
31 Training and Development Specialist	27,683	31,440	30,000	34,600	49	32,106	31
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,883	15,113	14,520	16,380	324	15,370	59
33 Senior Data Entry Operator	16,674	18,617	18,734	19,968	67	19,301	34
34 Computer Operator	16,952	19,007	18,600	20,226	187	19,049	56
35 Senior Computer Operator	21,163	23,604	22,690	25,730	85	23,745	41
36 Programmer	31,572	31,819	32,421	34,903	162	28,593	25
37 Systems Analyst	30,316	35,963	35,300	39,208	50	35,481	19
38 Programmer/Analyst	30,045	34,716	34,195	42,639	250	31,521	39
39 Senior Programmer/Analyst	35,667	40,424	39,264	46,450	246	38,429	39
40 PC Specialist	24,360	27,906	28,119	32,000	50	28,069	31

TYPE OF BUSINESS (USA)
RETAIL / WHOLESALE / DISTRIBUTION

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,340	17,451	17,000	20,384	134	16,830	39
2 Senior Accounting Clerk	20,700	20,822	20,904	21,008	107	20,757	29
3 Accounts Payable Clerk	15,860	17,337	17,518	18,928	165	17,333	48
4 Accounts Receivable Clerk	15,614	17,148	17,500	18,949	75	16,839	30
5 Benefits Clerk	17,153	19,282	17,327	20,800	24	20,295	12
6 Clerk Typist	14,664	15,833	16,725	17,068	34	15,743	21
7 Credit and Collection Clerk	16,083	18,010	18,065	21,000	50	17,397	23
8 Customer Service Representative	14,352	18,167	18,600	20,400	208	18,204	39
9 File Clerk	13,520	15,168	15,278	16,000	38	14,596	23
10 General Clerk	15,760	18,036	18,044	20,384	149	15,333	27
11 Mail Clerk	13,867	15,732	16,051	16,764	54	15,694	28
12 Payroll Clerk	16,876	19,411	19,066	21,684	37	19,647	25
13 Personnel Clerk	15,420	18,944	18,789	21,050	21	18,924	19
14 Purchasing Clerk	15,188	17,409	17,888	19,040	87	17,017	27
15 Shipping/Receiving Clerk	15,911	17,103	17,433	17,690	140	17,050	44
16 Switchboard Operator/Receptionist	14,040	16,555	16,536	18,363	91	16,426	63
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,640	18,662	19,040	20,800	30	17,495	18
18 Secretary/Administrative Assistant	16,120	18,966	18,720	21,183	130	19,525	43
19 Senior Secretary/Administrative Assistant	17,635	20,800	21,000	22,396	108	21,357	27
20 Executive Secretary/Executive Assistant	22,131	26,066	24,650	30,691	85	25,934	38
PROFESSIONAL POSITIONS							
21 Buyer	24,600	32,945	36,354	39,754	115	29,750	22
22 Purchasing Agent	23,341	28,678	27,926	33,800	44	26,946	23
23 Accountant	22,650	25,883	24,500	28,400	55	25,700	27
24 Senior Accountant	30,000	35,287	35,444	40,000	19	34,938	16
25 Auditor	26,000	27,756	28,570	28,570	23	27,163	6
26 Senior Auditor	37,440	39,869	37,440	42,500	5	39,869	5
27 Collector	21,000	22,215	22,976	25,167	24	22,746	9
28 Compensation Analyst					1		1
29 Benefits Specialist	21,000	28,478	28,500	37,900	7	28,478	7
30 Personnel Assistant	21,115	24,977	25,060	29,550	19	25,255	14
31 Training and Development Specialist	29,000	34,925	35,500	41,600	13	37,905	10
DATA PROCESSING POSITIONS							
32 Data Entry Operator	11,378	14,716	15,600	17,518	121	15,208	34
33 Senior Data Entry Operator	17,305	19,339	19,000	22,000	26	20,024	14
34 Computer Operator	16,328	20,570	20,991	23,200	96	19,845	31
35 Senior Computer Operator	19,820	23,216	23,739	25,043	44	23,480	25
36 Programmer	28,000	28,985	28,957	29,057	51	28,738	19
37 Systems Analyst	35,105	40,576	41,558	41,600	46	40,744	13
38 Programmer/Analyst	30,534	32,967	31,200	33,045	112	32,444	24
39 Senior Programmer/Analyst	34,100	37,973	39,270	42,377	56	37,722	20
40 PC Specialist	24,725	28,360	27,693	34,128	18	28,020	16

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TYPE OF BUSINESS (USA)

UTILITIES / TRANSPORTATION / COMMUNICATIONS

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	18,484	19,271	19,307	21,586	126	19,585	19
2 Senior Accounting Clerk	21,774	22,010	23,106	23,106	236	21,108	17
3 Accounts Payable Clerk	13,125	17,104	15,475	20,410	49	19,382	16
4 Accounts Receivable Clerk	15,791	18,326	20,410	21,320	29	18,592	11
5 Benefits Clerk	19,966	21,151	20,972	22,672	21	20,333	12
6 Clerk Typist	17,360	19,583	20,710	21,169	47	17,473	12
7 Credit and Collection Clerk	14,939	17,499	15,314	18,900	34	18,725	12
8 Customer Service Representative	23,352	22,355	23,352	23,352	824	18,921	21
9 File Clerk	8,590	14,868	18,932	19,635	70	14,536	6
10 General Clerk	18,595	17,731	18,595	18,647	366	17,360	12
11 Mail Clerk	15,018	17,625	19,416	19,416	82	16,021	18
12 Payroll Clerk	19,051	20,206	20,987	21,129	126	20,377	18
13 Personnel Clerk	15,888	18,447	18,336	21,861	68	19,441	15
14 Purchasing Clerk	21,482	22,151	21,482	21,482	134	21,251	13
15 Shipping/Receiving Clerk	25,404	24,007	25,404	25,404	651	18,742	12
16 Switchboard Operator/Receptionist	15,184	17,231	19,214	19,214	93	17,013	26
SECRETARIAL POSITIONS							
17 Word Processing Operator	18,784	18,595	18,784	18,784	648	17,762	17
18 Secretary/Administrative Assistant	21,399	21,275	22,014	22,247	602	19,522	26
19 Senior Secretary/Administrative Assistant	20,900	24,001	24,791	26,478	326	23,139	22
20 Executive Secretary/Executive Assistant	27,374	29,774	30,950	32,178	135	29,940	25
PROFESSIONAL POSITIONS							
21 Buyer	22,500	28,297	29,904	31,641	38	25,999	12
22 Purchasing Agent	37,255	36,984	37,255	37,255	100	34,717	11
23 Accountant	24,705	28,952	31,779	31,779	80	27,410	22
24 Senior Accountant	30,411	34,830	32,300	37,704	92	36,747	18
25 Auditor	32,866	37,724	33,093	46,109	33	35,733	11
26 Senior Auditor	34,700	39,718	38,002	45,200	18	42,623	9
27 Collector	17,222	22,798	21,000	22,842	13	24,614	8
28 Compensation Analyst	27,500	40,376	40,298	56,338	14	35,768	9
29 Benefits Specialist	26,000	32,399	35,183	35,183	14	31,873	9
30 Personnel Assistant	19,175	31,131	30,470	35,684	28	29,420	16
31 Training and Development Specialist	30,595	37,615	37,598	46,238	30	35,089	12
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,891	17,738	18,728	18,728	101	17,223	15
33 Senior Data Entry Operator	17,420	19,852	19,261	22,100	24	19,790	11
34 Computer Operator	21,300	21,337	21,300	22,665	120	20,456	22
35 Senior Computer Operator	22,597	24,022	23,353	25,542	32	24,788	14
36 Programmer	27,823	29,667	27,823	33,110	68	31,165	11
37 Systems Analyst	43,385	42,211	43,385	43,385	130	37,649	8
38 Programmer/Analyst	37,692	39,414	43,381	43,381	172	35,042	16
39 Senior Programmer/Analyst	42,360	45,293	43,992	53,390	80	40,871	15
40 PC Specialist	25,210	29,347	27,080	35,676	11	30,431	8

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TYPE OF BUSINESS (USA)
EDUCATION / GOVERNMENT / NON PROFIT

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,148	16,726	15,693	17,534	370	17,464	64
2 Senior Accounting Clerk	17,039	19,231	18,370	21,611	263	21,523	38
3 Accounts Payable Clerk	17,004	17,367	17,004	18,910	240	17,989	33
4 Accounts Receivable Clerk	12,183	15,570	12,915	18,200	61	18,557	22
5 Benefits Clerk	20,364	20,576	20,545	20,545	36	20,098	14
6 Clerk Typist	13,800	15,036	14,036	15,508	878	15,706	44
7 Credit and Collection Clerk	15,225	16,330	15,225	17,722	17	16,048	4
8 Customer Service Representative	17,394	18,092	19,287	19,287	200	17,309	21
9 File Clerk	13,099	13,495	13,338	13,960	167	14,464	16
10 General Clerk	13,586	15,259	15,024	17,267	489	15,693	38
11 Mail Clerk	12,653	14,286	13,593	15,375	172	15,559	42
12 Payroll Clerk	17,616	18,047	17,616	19,676	182	19,874	36
13 Personnel Clerk	19,001	20,750	20,851	24,177	74	19,592	30
14 Purchasing Clerk	14,519	16,463	14,519	17,931	126	19,666	25
15 Shipping/Receiving Clerk	14,160	16,853	16,544	19,193	96	17,264	36
16 Switchboard Operator/Receptionist	14,208	15,007	14,592	15,576	263	15,986	75
SECRETARIAL POSITIONS							
17 Word Processing Operator	14,964	15,889	15,108	15,540	1,404	17,960	39
18 Secretary/Administrative Assistant	15,246	18,059	17,139	20,388	1,717	18,506	77
19 Senior Secretary/Administrative Assistant	17,629	20,601	19,198	23,319	1,325	21,506	67
20 Executive Secretary/Executive Assistant	19,923	22,275	19,923	23,547	604	25,583	68
PROFESSIONAL POSITIONS							
21 Buyer	20,484	26,311	25,850	32,159	50	27,466	22
22 Purchasing Agent	26,719	30,024	27,624	35,052	58	29,927	31
23 Accountant	21,408	24,346	22,884	26,373	190	26,365	49
24 Senior Accountant	30,787	33,277	33,492	35,498	89	33,597	28
25 Auditor	27,646	30,394	28,572	30,651	50	31,918	18
26 Senior Auditor	31,233	36,382	34,859	38,052	29	38,205	16
27 Collector	17,660	21,307	21,733	21,733	14	23,883	6
28 Compensation Analyst	26,842	31,374	31,039	34,692	57	31,806	25
29 Benefits Specialist	24,235	28,226	27,322	29,538	30	29,376	20
30 Personnel Assistant	22,171	24,641	24,970	26,448	99	25,027	28
31 Training and Development Specialist	29,536	32,162	32,234	34,032	45	32,518	22
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,930	15,676	15,250	16,700	260	16,677	42
33 Senior Data Entry Operator	17,132	18,354	17,580	18,332	175	19,677	24
34 Computer Operator	20,098	20,997	21,558	22,384	175	20,533	42
35 Senior Computer Operator	20,820	24,090	25,202	26,573	79	23,847	31
36 Programmer	27,445	27,403	27,445	27,445	208	27,605	30
37 Systems Analyst	34,605	35,217	34,605	34,605	448	37,204	38
38 Programmer/Analyst	23,933	29,210	30,720	32,196	244	30,898	41
39 Senior Programmer/Analyst	43,511	41,379	43,511	43,511	570	35,682	35
40 PC Specialist	23,107	27,212	25,516	31,454	61	27,385	33

TYPE OF BUSINESS (USA)
ALL OTHER BUSINESSES

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,768	17,749	19,445	19,637	495	16,958	70
2 Senior Accounting Clerk	18,400	21,834	22,373	23,900	274	21,179	61
3 Accounts Payable Clerk	14,300	16,401	15,600	18,000	132	17,453	53
4 Accounts Receivable Clerk	15,900	17,449	17,100	19,488	93	17,507	34
5 Benefits Clerk	15,652	18,469	16,800	21,800	39	19,724	20
6 Clerk Typist	14,264	15,000	14,264	15,945	428	15,462	34
7 Credit and Collection Clerk	15,350	20,662	23,500	23,911	84	18,840	21
8 Customer Service Representative	17,420	22,124	23,600	23,600	307	20,217	28
9 File Clerk	11,508	13,591	12,682	15,600	61	14,040	33
10 General Clerk	15,176	16,253	15,176	18,000	307	15,966	44
11 Mail Clerk	12,818	15,285	14,610	16,000	144	15,258	54
12 Payroll Clerk	15,990	18,489	17,640	20,696	82	19,217	51
13 Personnel Clerk	15,240	19,291	17,413	24,912	51	19,299	29
14 Purchasing Clerk	16,931	19,382	20,794	20,794	74	19,006	34
15 Shipping/Receiving Clerk	13,627	16,351	17,101	18,574	76	16,325	31
16 Switchboard Operator/Receptionist	15,000	16,199	17,008	17,008	203	16,184	90
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,817	18,452	18,550	18,550	266	19,213	58
18 Secretary/Administrative Assistant	19,240	19,754	19,728	19,728	1,394	19,413	94
19 Senior Secretary/Administrative Assistant	20,192	22,861	22,650	23,977	888	22,838	77
20 Executive Secretary/Executive Assistant	22,775	26,360	24,852	29,616	343	26,402	83
PROFESSIONAL POSITIONS							
21 Buyer	25,824	30,540	29,000	37,836	37	30,309	25
22 Purchasing Agent	26,070	34,234	34,778	41,196	44	32,617	26
23 Accountant	25,400	27,954	27,500	30,631	210	27,820	53
24 Senior Accountant	28,701	33,794	32,401	36,947	150	34,510	42
25 Auditor	23,830	27,965	23,830	27,545	108	29,409	22
26 Senior Auditor	33,421	35,146	33,421	35,000	93	38,167	13
27 Collector	18,102	22,066	21,250	28,320	15	23,746	7
28 Compensation Analyst	36,400	35,806	37,128	37,128	28	33,691	12
29 Benefits Specialist	26,300	32,001	30,500	36,567	28	32,022	25
30 Personnel Assistant	23,127	24,922	23,127	25,085	81	26,517	38
31 Training and Development Specialist	27,976	36,948	32,704	44,900	36	38,339	19
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,180	16,535	15,496	16,800	322	16,378	55
33 Senior Data Entry Operator	17,460	18,128	17,757	17,757	179	19,204	31
34 Computer Operator	17,500	19,885	19,880	21,300	153	19,764	46
35 Senior Computer Operator	21,913	24,361	23,397	24,195	115	24,397	40
36 Programmer	27,868	29,321	30,258	32,197	231	28,462	36
37 Systems Analyst	32,760	34,890	33,120	34,419	274	36,369	29
38 Programmer/Analyst	31,020	35,202	37,104	38,124	409	34,565	44
39 Senior Programmer/Analyst	40,600	44,718	46,876	46,876	283	43,514	39
40 PC Specialist	24,240	29,563	27,761	34,200	43	29,194	29

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METROPOLITAN AREAS

Atlanta - Northwest Georgia

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	17,017	17,306	17,267	17,596	4	17,306	4
2 Senior Accounting Clerk	21,788	21,655	21,788	22,500	5	21,622	4
3 Accounts Payable Clerk	19,461	19,018	19,600	19,600	21	17,917	7
4 Accounts Receivable Clerk	16,428	17,796	17,500	19,461	3	17,796	3
6 Clerk Typist	14,966	15,342	14,966	14,966	10	16,219	3
8 Customer Service Representative	16,100	17,554	16,100	16,100	58	19,976	3
9 File Clerk	13,463	14,043	13,463	14,986	8	14,816	4
11 Mail Clerk	13,783	14,659	14,622	16,100	15	14,267	4
12 Payroll Clerk		18,680	18,680		2	18,680	2
13 Personnel Clerk		17,067	18,600		3	16,300	2
14 Purchasing Clerk	20,000	20,783	21,600	21,600	6	19,967	3
15 Shipping/Receiving Clerk		16,975	16,975		2	16,975	2
16 Switchboard Operator/Receptionist	17,000	17,502	17,300	18,000	11	17,547	9
SECRETARIAL POSITIONS							
17 Word Processing Operator	19,960	20,096	20,800	20,800	12	19,108	4
18 Secretary/Administrative Assistant	19,461	19,553	19,558	20,330	33	19,412	6
19 Senior Secretary/Administrative Assistant	21,406	22,569	22,629	23,184	21	23,264	5
20 Executive Secretary/Executive Assistant	23,547	25,013	25,514	25,514	28	26,346	7
PROFESSIONAL POSITIONS							
21 Buyer					2		1
22 Purchasing Agent		26,753	26,753		2	26,753	2
23 Accountant	24,500	24,792	24,500	26,373	16	23,558	3
24 Senior Accountant		29,393	27,616		5	32,058	2
26 Senior Auditor					8		1
29 Benefits Specialist					1		1
30 Personnel Assistant					2		1
31 Training and Development Specialist		35,900	35,900		2	35,900	2
DATA PROCESSING POSITIONS							
32 Data Entry Operator	16,669	17,304	18,709	18,709	25	15,856	5
33 Senior Data Entry Operator		19,830	19,830		2	19,830	2
34 Computer Operator	19,000	20,462	20,531	21,600	10	20,364	5
35 Senior Computer Operator					4		1
36 Programmer		24,987	24,987		2	24,987	2
37 Systems Analyst					7		1
38 Programmer/Analyst		32,686	31,300		12	33,379	2
39 Senior Programmer/Analyst	34,100	36,914	34,300	40,334	13	35,454	4
40 PC Specialist	24,000	26,873	26,373	30,246	3	26,873	3

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METROPOLITAN AREAS

Battle Creek / Kalamazoo, MI

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	16,786	21,687	21,844	26,700	14	18,531	5
2 Senior Accounting Clerk	18,770	23,801	23,000	30,960	11	22,038	7
3 Accounts Payable Clerk	20,358	22,626	24,900	24,900	7	20,920	4
4 Accounts Receivable Clerk	18,938	21,000	23,040	23,040	6	18,961	3
5 Benefits Clerk					2		1
6 Clerk Typist	15,841	16,744	15,841	19,380	12	16,605	4
7 Credit and Collection Clerk		21,121	23,040		5	20,642	2
8 Customer Service Representative		36,605	50,700		11	35,195	2
9 File Clerk		17,259	16,410		7	17,895	2
10 General Clerk		21,480	23,040		7	20,310	2
11 Mail Clerk		15,938	15,938		2	15,938	2
12 Payroll Clerk	19,752	21,878	20,688	26,700	6	20,913	5
13 Personnel Clerk		22,433	24,900		3	21,200	2
14 Purchasing Clerk	18,834	21,903	19,185	26,700	5	20,704	4
15 Shipping/Receiving Clerk	17,562	23,211	23,250	28,860	4	21,328	3
16 Switchboard Operator/Receptionist	15,827	17,207	16,610	17,870	8	17,379	7
SECRETARIAL POSITIONS							
17 Word Processing Operator		18,720	18,345		8	18,845	2
18 Secretary/Administrative Assistant	17,297	21,110	20,832	23,766	48	19,547	6
19 Senior Secretary/Administrative Assistant	18,609	25,457	22,855	30,501	55	25,086	7
20 Executive Secretary/Executive Assistant	22,775	24,093	22,775	22,775	45	27,275	7
PROFESSIONAL POSITIONS							
21 Buyer	36,837	39,398	43,320	43,320	13	34,420	5
22 Purchasing Agent	25,000	36,694	25,000	31,717	5	39,618	4
23 Accountant	22,500	35,398	43,320	43,320	14	28,563	5
24 Senior Accountant		44,042	46,680		5	40,086	2
25 Auditor					1		1
26 Senior Auditor					1		1
28 Compensation Analyst					3		1
29 Benefits Specialist	25,414	32,571	25,619	46,680	3	32,571	3
30 Personnel Assistant	28,911	34,436	34,899	39,960	4	32,594	3
31 Training and Development Specialist					1		1
DATA PROCESSING POSITIONS							
32 Data Entry Operator	18,190	19,834	18,529	23,040	10	18,663	4
33 Senior Data Entry Operator					2		1
34 Computer Operator	24,108	25,291	24,611	26,700	7	25,140	3
35 Senior Computer Operator		30,604	30,960		3	30,426	2
36 Programmer		32,774	22,584		5	35,322	2
37 Systems Analyst	30,425	41,681	49,380	49,380	5	36,548	3
38 Programmer/Analyst	31,980	40,020	41,010	48,060	5	37,340	4
39 Senior Programmer/Analyst	37,523	41,903	38,808	43,460	5	42,998	4
40 PC Specialist	22,301	28,872	22,496	41,820	3	28,872	3

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METROPOLITAN AREAS

Binghampton, NY

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,924	14,352	13,924	15,932	29	14,757	5
2 Senior Accounting Clerk	16,356	17,624	16,356	21,516	36	17,536	5
3 Accounts Payable Clerk	14,016	17,461	17,597	19,700	7	17,728	4
4 Accounts Receivable Clerk	15,642	15,525	15,642	15,642	24	16,484	4
5 Benefits Clerk		14,490	14,490		2	14,490	2
6 Clerk Typist					49		1
7 Credit and Collection Clerk	15,314	18,514	19,989	19,989	7	18,577	4
8 Customer Service Representative	10,160	17,364	22,200	22,200	54	17,297	5
9 File Clerk		10,585	11,031		5	10,474	2
10 General Clerk	13,509	14,043	13,509	14,040	28	14,202	6
11 Mail Clerk		17,005	15,475		5	17,388	2
12 Payroll Clerk	19,510	20,065	22,400	22,400	9	19,172	4
13 Personnel Clerk	16,469	18,428	17,857	20,937	8	17,682	5
14 Purchasing Clerk	15,475	17,332	16,339	20,300	5	16,591	4
15 Shipping/Receiving Clerk	13,595	17,373	19,157	19,400	11	16,788	4
16 Switchboard Operator/Receptionist	13,777	14,219	14,089	14,397	16	14,480	7
SECRETARIAL POSITIONS							
17 Word Processing Operator					10		1
18 Secretary/Administrative Assistant	19,104	19,209	20,864	20,864	31	16,796	6
19 Senior Secretary/Administrative Assistant	17,668	19,258	17,668	24,600	22	18,124	5
20 Executive Secretary/Executive Assistant	16,412	19,431	19,923	20,283	24	19,931	7
PROFESSIONAL POSITIONS							
21 Buyer	20,613	23,835	20,652	30,500	14	22,709	5
22 Purchasing Agent	27,705	33,711	38,256	38,256	8	29,166	4
23 Accountant	22,485	25,245	24,787	29,000	14	24,828	7
24 Senior Accountant	35,856	34,337	35,856	36,000	6	33,276	4
25 Auditor					2		1
26 Senior Auditor					1		1
27 Collector					2		1
29 Benefits Specialist	25,358	29,149	29,920	32,940	4	27,885	3
30 Personnel Assistant	17,727	19,824	17,727	22,650	8	21,081	5
DATA PROCESSING POSITIONS							
32 Data Entry Operator	16,522	16,546	16,522	16,768	8	16,422	3
33 Senior Data Entry Operator	14,869	16,894	16,700	18,533	5	17,401	4
34 Computer Operator	19,996	20,285	20,185	20,185	13	20,287	5
35 Senior Computer Operator	20,350	21,417	21,300	21,300	12	21,850	3
36 Programmer	19,725	22,720	24,000	24,000	5	23,292	3
37 Systems Analyst		39,372	39,372		2	39,372	2
38 Programmer/Analyst	22,972	29,611	28,475	35,000	14	31,876	5
39 Senior Programmer/Analyst	31,235	37,535	31,831	41,400	13	38,150	5
40 PC Specialist					1		1

METROPOLITAN AREAS
Boston, MA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	17,973	20,288	17,973	19,578	19	20,912	8
2 Senior Accounting Clerk		19,465	18,200		3	20,098	2
3 Accounts Payable Clerk	17,298	17,503	17,298	17,298	142	19,448	6
4 Accounts Receivable Clerk	19,261	20,284	19,261	22,000	5	20,054	3
5 Benefits Clerk	19,422	21,788	21,775	24,154	4	22,577	3
6 Clerk Typist		18,486	18,486		7	18,486	2
7 Credit and Collection Clerk	20,665	21,049	21,274	21,882	34	20,592	4
8 Customer Service Representative	18,720	19,858	19,947	19,947	49	20,663	6
9 File Clerk	12,569	15,083	12,569	17,934	55	15,415	4
10 General Clerk	16,619	17,072	16,619	19,947	30	17,788	4
11 Mail Clerk	15,514	15,755	15,514	15,514	143	16,831	6
12 Payroll Clerk	19,000	21,404	21,627	23,000	10	21,881	6
13 Personnel Clerk	19,845	21,392	21,341	21,341	10	22,592	4
14 Purchasing Clerk	20,431	21,965	21,362	23,499	4	22,166	3
15 Shipping/Receiving Clerk		20,033	20,093		10	19,792	2
16 Switchboard Operator/Receptionist	17,035	18,777	17,035	21,000	13	19,155	8
SECRETARIAL POSITIONS							
17 Word Processing Operator		19,687	20,083		27	19,415	2
18 Secretary/Administrative Assistant	21,610	21,733	21,610	21,610	66	22,406	5
19 Senior Secretary/Administrative Assistant	24,801	24,691	24,801	24,801	109	24,675	7
20 Executive Secretary/Executive Assistant	27,482	29,528	30,145	30,145	46	30,006	8
PROFESSIONAL POSITIONS							
21 Buyer	31,854	42,812	43,833	46,000	9	41,657	5
22 Purchasing Agent	38,633	45,725	38,633	51,317	8	57,544	3
23 Accountant	26,600	27,880	28,141	28,141	9	28,007	6
24 Senior Accountant	32,443	36,821	36,083	41,200	4	36,821	4
25 Auditor		31,604	30,822		21	39,036	2
26 Senior Auditor		47,962	48,357		8	46,779	2
28 Compensation Analyst					1		1
29 Benefits Specialist		47,600	47,600		2	47,600	2
30 Personnel Assistant	29,000	36,284	31,500	52,500	7	34,497	5
31 Training and Development Specialist		38,500	41,167		4	35,834	2
DATA PROCESSING POSITIONS							
32 Data Entry Operator	24,410	22,438	24,410	24,410	9	18,493	3
33 Senior Data Entry Operator					2		1
34 Computer Operator	20,301	20,518	20,379	20,379	38	22,441	5
35 Senior Computer Operator	25,085	24,995	25,085	25,085	45	23,282	4
36 Programmer	27,560	28,464	29,623	29,623	37	26,764	3
37 Systems Analyst	39,043	39,193	39,043	39,043	114	42,631	3
38 Programmer/Analyst	33,577	34,478	33,577	33,577	80	36,462	4
39 Senior Programmer/Analyst	46,367	45,883	46,367	46,367	93	43,127	4
40 PC Specialist		39,250	39,250		2	39,250	2

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METROPOLITAN AREAS

Buffalo, NY

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,700	15,473	14,500	15,600	46	15,801	23
2 Senior Accounting Clerk	15,505	17,069	15,505	16,744	127	19,761	15
3 Accounts Payable Clerk	13,249	15,466	15,930	17,160	28	15,798	13
4 Accounts Receivable Clerk	13,062	15,543	13,435	16,900	17	16,862	11
5 Benefits Clerk	15,506	17,662	16,375	19,465	8	18,956	5
6 Clerk Typist	13,200	14,734	14,664	16,671	51	14,879	9
7 Credit and Collection Clerk	13,540	17,385	16,848	17,837	9	17,904	7
8 Customer Service Representative	12,500	16,594	15,028	18,500	156	18,852	17
9 File Clerk	10,688	11,190	10,688	11,525	22	11,908	7
10 General Clerk	15,000	17,161	19,170	19,170	95	14,055	15
11 Mail Clerk	10,833	12,012	10,833	12,220	35	13,546	15
12 Payroll Clerk	17,810	19,204	18,839	20,956	18	19,601	15
13 Personnel Clerk	15,200	18,643	17,440	22,752	19	17,964	12
14 Purchasing Clerk	14,476	17,155	16,200	19,137	25	17,697	13
15 Shipping/Receiving Clerk	12,942	16,132	15,080	18,684	38	16,230	17
16 Switchboard Operator/Receptionist	13,500	14,916	14,550	15,890	30	15,218	22
SECRETARIAL POSITIONS							
17 Word Processing Operator	13,407	15,391	14,590	17,483	26	15,811	10
18 Secretary/Administrative Assistant	14,476	17,495	17,188	19,200	142	17,645	21
19 Senior Secretary/Administrative Assistant	19,163	21,134	21,900	22,212	87	20,929	14
20 Executive Secretary/Executive Assistant	20,799	23,649	25,969	26,376	43	22,331	20
PROFESSIONAL POSITIONS							
21 Buyer	23,400	26,171	27,672	28,300	27	25,250	14
22 Purchasing Agent	31,050	37,448	37,698	44,064	14	35,537	9
23 Accountant	26,726	27,288	26,726	28,900	48	25,539	16
24 Senior Accountant	28,100	32,742	33,237	34,000	22	30,863	10
25 Auditor	23,235	23,885	23,590	23,590	8	24,180	4
27 Collector	16,068	16,297	16,068	16,068	69	19,025	5
28 Compensation Analyst	27,150	27,283	27,150	27,150	6	27,417	3
29 Benefits Specialist	20,850	26,296	27,189	28,300	9	26,296	9
30 Personnel Assistant	19,980	23,587	22,750	25,922	8	23,587	8
31 Training and Development Specialist	22,000	27,016	25,680	30,900	5	28,270	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	12,697	14,146	13,477	16,178	36	14,773	14
33 Senior Data Entry Operator	18,900	20,172	19,872	19,872	9	20,258	7
34 Computer Operator	15,436	19,884	17,700	25,284	29	19,643	16
35 Senior Computer Operator	18,568	20,882	19,780	22,690	19	21,240	10
36 Programmer	28,704	27,684	28,957	28,957	1[illegible]	25,952	5
37 Systems Analyst	32,500	39,100	33,750	46,450	8	38,580	5
38 Programmer/Analyst	30,540	30,647	30,540	30,540	94	30,868	12
39 Senior Programmer/Analyst	33,715	35,075	33,715	33,715	72	37,922	7
40 PC Specialist	27,983	34,028	28,872	46,296	14	29,608	7

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METROPOLITAN AREAS
Charlotte, NC

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	12,844	15,395	12,844	17,900	9	16,925	6
3 Accounts Payable Clerk	14,623	17,004	17,888	18,000	6	17,480	5
4 Accounts Receivable Clerk	18,000	19,504	19,754	21,008	4	19,504	4
5 Benefits Clerk					3		1
6 Clerk Typist					2		1
7 Credit and Collection Clerk		20,230	20,230		2	20,230	2
8 Customer Service Representative	17,852	19,066	17,852	19,134	8	21,089	3
9 File Clerk	17,100	17,550	17,550	18,000	3	17,550	3
10 General Clerk	15,080	17,069	17,663	19,950	7	16,375	5
11 Mail Clerk	12,500	13,294	13,042	14,100	6	13,344	5
12 Payroll Clerk	19,066	20,450	19,066	22,050	5	21,372	3
13 Personnel Clerk		16,583	16,583		2	16,583	2
14 Purchasing Clerk	16,473	19,156	19,920	21,840	4	19,156	4
15 Shipping/Receiving Clerk	16,928	19,426	17,640	22,818	5	19,129	3
16 Switchboard Operator/Receptionist	15,000	17,957	18,060	22,150	11	18,123	9
SECRETARIAL POSITIONS							
17 Word Processing Operator	18,600	20,537	20,847	20,880	16	19,788	7
18 Secretary/Administrative Assistant	17,789	20,561	21,150	21,400	42	20,451	8
19 Senior Secretary/Administrative Assistant	21,455	22,934	22,200	24,750	33	24,148	7
20 Executive Secretary/Executive Assistant	23,985	27,235	25,257	28,750	12	27,211	8
PROFESSIONAL POSITIONS							
21 Buyer		45,014	50,640		10	36,576	2
22 Purchasing Agent					1		1
23 Accountant	20,027	23,380	22,000	27,653	8	22,920	4
25 Auditor	28,700	29,735	29,260	31,000	99	32,019	5
26 Senior Auditor	34,845	33,994	35,000	35,000	81	34,255	4
29 Benefits Specialist		42,537	42,537		2	42,537	2
30 Personnel Assistant	22,400	25,782	23,000	29,875	7	25,782	7
31 Training and Development Specialist		37,357	37,357		2	37,357	2
DATA PROCESSING POSITIONS							
32 Data Entry Operator		14,373	14,380		4	14,366	2
33 Senior Data Entry Operator					1		1
34 Computer Operator	20,226	20,261	20,226	20,991	16	19,573	5
35 Senior Computer Operator	22,935	24,737	26,325	26,540	4	24,737	4
36 Programmer					1		1
37 Systems Analyst		38,908	40,862		3	37,931	2
38 Programmer/Analyst		30,284	33,045		4	27,523	2
40 PC Specialist	18,100	23,586	22,000	32,000	7	24,220	5

METROPOLITAN AREAS
Dayton, OH

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,689	17,313	17,056	17,534	63	16,493	24
2 Senior Accounting Clerk	20,545	22,005	21,726	23,982	57	21,950	18
3 Accounts Payable Clerk	15,700	17,924	16,510	21,049	43	17,776	19
4 Accounts Receivable Clerk	16,932	17,668	18,117	18,117	51	17,326	12
5 Benefits Clerk	16,648	20,329	20,100	22,526	22	20,863	11
6 Clerk Typist	17,400	17,754	18,574	18,574	95	15,506	10
7 Credit and Collection Clerk	14,184	14,833	14,184	14,184	74	16,629	11
8 Customer Service Representative	12,984	17,408	15,778	20,778	125	19,844	15
9 File Clerk	11,114	13,876	15,623	15,623	17	13,241	7
10 General Clerk	12,277	12,886	12,277	12,672	547	15,088	20
11 Mail Clerk	12,602	14,162	14,100	15,020	39	14,306	16
12 Payroll Clerk	18,498	19,788	19,676	22,089	37	19,053	19
13 Personnel Clerk	15,332	16,436	15,332	17,000	41	17,551	10
14 Purchasing Clerk	13,769	15,617	15,332	16,862	29	15,948	13
15 Shipping/Receiving Clerk	15,403	18,759	21,112	22,051	47	16,868	16
16 Switchboard Operator/Receptionist	14,019	15,467	15,237	17,763	76	15,400	29
SECRETARIAL POSITIONS							
17 Word Processing Operator	20,438	19,722	20,438	20,438	115	18,025	14
18 Secretary/Administrative Assistant	17,325	18,355	17,844	18,900	347	18,537	25
19 Senior Secretary/Administrative Assistant	19,080	20,372	20,192	21,012	314	20,356	20
20 Executive Secretary/Executive Assistant	23,636	25,924	24,440	29,987	99	24,391	23
PROFESSIONAL POSITIONS							
21 Buyer	31,616	38,881	44,892	44,892	110	27,317	15
22 Purchasing Agent	29,308	36,046	37,700	42,648	30	33,430	12
23 Accountant	23,764	27,968	29,200	30,360	51	26,415	17
24 Senior Accountant	28,530	35,067	33,755	40,608	24	33,969	11
25 Auditor	22,317	31,654	25,666	39,620	12	35,877	7
26 Senior Auditor	34,000	40,232	37,441	49,400	6	40,232	6
27 Collector	15,240	16,642	15,240	15,240	99	24,914	6
28 Compensation Analyst	36,447	39,361	36,447	44,556	5	38,601	3
29 Benefits Specialist	25,920	28,462	29,005	29,005	7	28,244	5
30 Personnel Assistant	22,766	25,688	25,506	29,789	33	24,817	17
31 Training and Development Specialist	29,567	36,232	37,600	37,620	18	34,150	10
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,728	15,467	14,398	15,694	101	16,594	17
33 Senior Data Entry Operator	16,492	19,805	18,220	25,022	49	18,979	10
34 Computer Operator	15,794	18,278	17,278	20,578	68	18,691	16
35 Senior Computer Operator	19,180	21,615	19,400	25,022	29	22,879	12
36 Programmer	30,258	30,444	30,258	32,421	150	27,162	10
37 Systems Analyst	33,120	33,943	33,120	33,120	154	38,454	7
38 Programmer/Analyst	38,124	37,204	38,124	38,124	204	32,671	14
39 Senior Programmer/Analyst	46,876	45,119	46,876	46,876	173	38,965	13
40 PC Specialist	25,000	26,920	25,051	28,033	17	27,637	10

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METROPOLITAN AREAS

Delaware Valley / Philadelphia

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,520	15,745	15,478	16,617	55	17,238	14
2 Senior Accounting Clerk	17,108	19,889	19,055	20,895	40	21,062	14
3 Accounts Payable Clerk	17,000	18,484	18,220	19,291	38	18,696	16
4 Accounts Receivable Clerk	16,577	18,542	17,700	19,656	17	19,932	10
5 Benefits Clerk	15,652	16,868	15,652	17,327	19	18,307	7
6 Clerk Typist	12,900	15,157	15,401	16,300	31	16,292	9
7 Credit and Collection Clerk	17,035	18,903	17,035	17,035	7	21,393	3
8 Customer Service Representative	18,200	20,011	20,446	20,974	110	20,466	13
9 File Clerk	12,655	12,577	12,655	12,655	77	13,677	9
10 General Clerk	12,902	13,833	13,699	15,760	131	14,489	14
11 Mail Clerk	12,300	13,090	12,655	12,655	135	15,146	16
12 Payroll Clerk	18,513	20,837	18,819	22,545	17	21,251	11
13 Personnel Clerk	17,971	19,108	18,002	19,178	6	19,329	5
14 Purchasing Clerk	14,280	17,250	16,341	19,448	11	17,902	7
15 Shipping/Receiving Clerk	15,090	15,218	15,090	15,345	12	15,473	4
16 Switchboard Operator/Receptionist	15,487	17,235	16,785	18,962	65	17,312	20
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,035	18,268	16,035	19,107	29	20,010	6
18 Secretary/Administrative Assistant	19,240	21,503	20,875	22,847	131	21,231	18
19 Senior Secretary/Administrative Assistant	22,484	23,175	22,814	23,798	168	23,119	18
20 Executive Secretary/Executive Assistant	26,784	27,663	28,759	28,810	93	28,023	17
PROFESSIONAL POSITIONS							
21 Buyer	26,650	32,088	28,067	42,210	17	31,531	7
22 Purchasing Agent	27,092	30,304	27,781	36,721	13	30,642	6
23 Accountant	25,857	26,458	25,857	26,413	53	28,302	12
24 Senior Accountant	32,695	33,538	32,695	34,650	33	34,158	11
25 Auditor	21,305	25,451	27,188	29,820	9	26,104	3
26 Senior Auditor	27,894	29,262	27,894	27,894	10	30,174	3
27 Collector	19,544	22,270	21,250	25,538	28	21,469	4
28 Compensation Analyst	26,517	26,936	26,936	27,354	3	26,936	3
29 Benefits Specialist	24,100	26,371	24,449	28,236	6	26,755	5
30 Personnel Assistant	22,400	24,636	24,000	25,985	7	24,411	6
31 Training and Development Specialist	34,211	37,267	36,200	38,000	7	37,445	6
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,244	15,424	15,413	15,496	131	15,333	10
33 Senior Data Entry Operator	20,526	20,607	20,526	24,056	42	20,222	6
34 Computer Operator	18,720	21,048	19,890	22,204	35	19,793	14
35 Senior Computer Operator	22,672	23,638	23,708	26,274	26	22,318	9
36 Programmer	24,976	28,052	28,730	31,681	28	27,695	9
37 Systems Analyst	25,910	32,267	32,760	34,825	13	34,821	6
38 Programmer/Analyst	36,907	37,740	38,137	38,742	61	37,260	9
39 Senior Programmer/Analyst	43,317	44,823	43,317	45,370	52	46,507	10
40 PC Specialist	26,100	27,700	27,500	29,500	4	27,700	4

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METROPOLITAN AREAS

Des Moines, IA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	19,637	18,588	19,637	19,637	227	16,518	12
2 Senior Accounting Clerk	16,557	17,705	17,271	18,637	82	18,865	11
3 Accounts Payable Clerk	13,125	15,033	13,125	18,320	29	15,870	6
4 Accounts Receivable Clerk	15,142	15,020	15,142	15,587	54	14,603	8
5 Benefits Clerk	16,092	17,271	17,212	18,450	4	17,271	4
6 Clerk Typist	15,945	15,438	15,945	15,945	177	14,579	10
7 Credit and Collection Clerk	14,463	17,485	14,463	15,392	5	19,499	3
8 Customer Service Representative	15,708	17,595	16,819	20,510	64	17,853	10
9 File Clerk	9,395	10,959	10,597	11,830	98	11,112	7
10 General Clerk	12,600	13,591	13,867	14,680	355	14,185	10
11 Mail Clerk	11,560	12,976	12,364	15,877	80	13,123	13
12 Payroll Clerk	15,766	17,837	18,013	18,671	12	17,636	7
13 Personnel Clerk	15,133	17,486	18,616	18,616	16	16,996	9
14 Purchasing Clerk	15,188	19,155	20,794	20,794	44	18,460	8
15 Shipping/Receiving Clerk	15,122	15,239	15,122	15,122	69	14,996	9
16 Switchboard Operator/Receptionist	17,008	16,605	17,008	17,008	86	15,142	14
SECRETARIAL POSITIONS							
17 Word Processing Operator	18,550	17,806	18,550	18,550	130	16,475	13
18 Secretary/Administrative Assistant	19,728	19,308	19,728	19,728	780	17,666	14
19 Senior Secretary/Administrative Assistant	21,448	21,617	22,650	22,650	247	19,776	13
20 Executive Secretary/Executive Assistant	22,131	23,288	22,840	24,460	53	24,266	14
PROFESSIONAL POSITIONS							
21 Buyer	23,409	25,294	27,872	27,872	7	23,344	3
22 Purchasing Agent	23,808	31,572	28,227	42,682	3	31,572	3
23 Accountant	22,476	25,092	24,614	24,704	48	27,239	12
24 Senior Accountant	28,701	29,279	28,701	28,701	62	30,436	11
25 Auditor	23,830	25,010	23,830	23,830	51	31,767	6
26 Senior Auditor	33,421	33,794	33,421	33,421	40	35,885	5
27 Collector		16,988	17,187		4	16,789	2
28 Compensation Analyst	33,540	34,024	37,128	37,128	25	30,941	7
29 Benefits Specialist	22,329	28,302	30,759	34,274	4	28,302	4
30 Personnel Assistant	23,127	23,451	23,127	23,127	46	26,729	8
31 Training and Development Specialist	32,136	32,953	32,704	38,584	11	33,117	8
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,118	15,995	16,307	16,435	120	17,894	10
33 Senior Data Entry Operator	17,757	17,917	17,757	17,757	101	19,565	6
34 Computer Operator	19,323	19,654	19,880	20,903	73	19,252	12
35 Senior Computer Operator	22,083	22,655	23,397	23,397	46	21,869	12
36 Programmer	23,845	24,765	25,070	25,148	83	25,195	9
37 Systems Analyst	32,696	33,730	32,696	34,665	82	36,597	7
38 Programmer/Analyst	27,482	29,454	29,372	29,442	188	29,514	13
39 Senior Programmer/Analyst	32,917	35,511	35,241	36,816	62	35,103	12
40 PC Specialist	24,500	31,260	34,510	35,289	8	31,611	5

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METROPOLITAN AREAS
Fargo, ND / Moorhead, MN

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,605	17,457	14,560	24,267	14	15,894	5
2 Senior Accounting Clerk	18,725	20,809	18,725	25,368	11	19,473	4
3 Accounts Payable Clerk	12,490	15,111	14,362	17,732	4	15,111	4
4 Accounts Receivable Clerk		15,340	15,340		2	15,340	2
5 Benefits Clerk					2		1
6 Clerk Typist					8		1
7 Credit and Collection Clerk		18,153	18,153		2	18,153	2
8 Customer Service Representative	10,400	12,253	11,440	14,268	11	12,036	3
9 File Clerk		12,833	14,050		3	12,225	2
10 General Clerk		18,916	18,916		8	18,916	2
11 Mail Clerk	10,550	15,235	10,557	24,597	3	15,235	3
12 Payroll Clerk	16,120	18,405	19,115	19,115	5	18,228	4
13 Personnel Clerk					1		1
14 Purchasing Clerk		21,564	21,564		2	21,564	2
15 Shipping/Receiving Clerk	17,500	17,188	17,500	19,173	7	15,658	3
16 Switchboard Operator/Receptionist	11,000	13,098	11,330	13,520	6	13,098	6
SECRETARIAL POSITIONS							
17 Word Processing Operator		17,273	17,590		3	17,115	2
18 Secretary/Administrative Assistant	16,349	16,979	16,349	17,544	13	18,434	7
19 Senior Secretary/Administrative Assistant					1		1
20 Executive Secretary/Executive Assistant	20,488	23,290	21,494	27,969	12	21,227	5
PROFESSIONAL POSITIONS							
22 Purchasing Agent		32,915	32,915		2	32,915	2
23 Accountant	21,694	25,928	21,694	21,694	5	28,750	3
24 Senior Accountant	21,000	28,180	33,800	33,800	5	24,433	3
27 Collector					1		1
28 Compensation Analyst					1		1
29 Benefits Specialist		26,765	26,765		2	26,765	2
30 Personnel Assistant	22,171	22,393	22,171	22,171	29	23,780	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,068	14,658	16,099	16,099	5	14,298	4
33 Senior Data Entry Operator	17,473	20,701	21,751	23,928	4	19,625	3
34 Computer Operator	13,413	14,842	15,600	15,891	5	14,968	3
35 Senior Computer Operator	14,680	20,842	19,053	28,794	3	20,842	3
36 Programmer					4		1
37 Systems Analyst	30,649	34,586	30,649	35,714	6	38,523	3
38 Programmer/Analyst	23,694	28,622	27,456	35,611	12	27,614	4
39 Senior Programmer/Analyst	28,918	31,900	31,636	34,882	4	31,988	3
40 PC Specialist		30,313	30,313		2	30,313	2

TABLE : A-39

METROPOLITAN AREAS

Fort Wayne, IN

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,683	18,929	20,384	21,763	81	17,407	13
2 Senior Accounting Clerk	20,904	21,921	23,106	23,106	181	19,712	12
3 Accounts Payable Clerk	17,022	17,862	17,518	17,940	42	17,436	14
4 Accounts Receivable Clerk	15,454	16,562	15,538	19,040	28	17,382	7
5 Benefits Clerk	14,811	18,528	14,883	23,220	16	19,582	8
6 Clerk Typist	13,250	15,236	15,380	17,387	32	15,161	9
7 Credit and Collection Clerk	12,100	15,225	12,100	17,784	13	18,870	6
8 Customer Service Representative	12,563	19,169	16,562	21,495	44	21,034	8
9 File Clerk	11,144	13,993	14,184	15,278	26	13,608	8
10 General Clerk	15,413	18,123	19,456	20,384	162	16,434	12
11 Mail Clerk	12,896	15,154	16,764	16,764	25	14,731	9
12 Payroll Clerk	16,913	21,414	21,472	24,277	16	23,199	12
13 Personnel Clerk	18,372	19,030	18,551	19,924	16	19,094	12
14 Purchasing Clerk	16,224	18,091	19,040	19,040	39	17,110	8
15 Shipping/Receiving Clerk	14,331	17,159	15,317	20,280	14	17,967	8
16 Switchboard Operator/Receptionist	14,768	15,928	15,447	16,640	38	16,382	19
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,080	16,523	16,800	17,431	26	16,397	9
18 Secretary/Administrative Assistant	15,246	17,851	16,588	19,104	188	19,361	15
19 Senior Secretary/Administrative Assistant	17,943	19,481	19,385	19,493	172	20,622	16
20 Executive Secretary/Executive Assistant	22,827	25,065	23,806	26,363	82	25,212	15
PROFESSIONAL POSITIONS							
21 Buyer	26,325	29,670	29,987	29,987	26	27,028	9
22 Purchasing Agent	35,609	37,413	41,966	41,966	19	35,418	7
23 Accountant	25,400	27,352	25,400	29,915	45	28,439	11
24 Senior Accountant	36,491	35,253	36,491	36,491	29	33,369	7
25 Auditor	27,034	31,873	33,600	33,600	7	31,759	3
26 Senior Auditor		34,835	34,835		2	34,835	2
27 Collector					6		1
28 Compensation Analyst		30,708	30,708		2	30,708	2
29 Benefits Specialist	19,750	25,714	27,150	27,600	7	25,475	6
30 Personnel Assistant	25,250	30,604	30,113	37,861	6	29,152	5
31 Training and Development Specialist	32,000	36,087	35,385	40,175	4	36,087	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,560	15,275	14,821	17,406	36	15,277	9
33 Senior Data Entry Operator	17,026	16,844	17,026	17,026	25	17,670	4
34 Computer Operator	20,000	23,021	24,425	27,768	56	22,000	17
35 Senior Computer Operator	19,550	22,489	20,400	26,381	17	22,229	9
36 Programmer	29,057	32,187	32,665	37,996	23	29,278	10
37 Systems Analyst	41,558	42,374	41,558	42,060	20	43,189	5
38 Programmer/Analyst	27,591	29,555	30,534	30,534	56	30,158	10
39 Senior Programmer/Analyst	36,600	38,793	39,270	39,900	53	38,225	11
40 PC Specialist	25,680	30,142	32,200	34,175	11	30,367	8

METROPOLITAN AREAS

Harrisburg, PA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,704	17,388	16,000	19,735	261	16,667	34
2 Senior Accounting Clerk	19,927	23,492	26,361	26,361	176	20,221	19
3 Accounts Payable Clerk	14,788	17,097	16,363	19,116	154	17,696	19
4 Accounts Receivable Clerk	16,270	17,567	17,414	19,116	105	17,490	15
5 Benefits Clerk	19,116	18,943	19,116	19,116	73	19,018	7
6 Clerk Typist	17,704	17,363	17,704	17,704	1,319	15,150	18
7 Credit and Collection Clerk	15,314	18,052	16,119	19,900	21	18,494	7
8 Customer Service Representative	18,711	19,137	19,042	19,042	675	16,721	16
9 File Clerk	16,308	15,423	16,308	16,308	654	13,703	16
10 General Clerk	16,719	17,659	19,116	19,116	1,315	14,631	20
11 Mail Clerk	13,587	14,010	13,587	13,752	182	14,609	22
12 Payroll Clerk	19,735	19,874	19,735	19,735	314	21,126	16
13 Personnel Clerk	19,001	20,949	22,975	22,975	56	18,530	12
14 Purchasing Clerk	16,747	19,085	18,419	22,357	34	20,087	15
15 Shipping/Receiving Clerk	18,616	19,263	19,843	19,843	101	18,768	14
16 Switchboard Operator/Receptionist	13,400	15,508	15,530	16,300	90	16,517	39
SECRETARIAL POSITIONS							
17 Word Processing Operator	17,704	17,647	17,704	17,704	310	17,448	22
18 Secretary/Administrative Assistant	17,301	18,905	18,806	19,345	603	17,819	37
19 Senior Secretary/Administrative Assistant	21,808	23,172	24,390	24,390	607	21,188	27
20 Executive Secretary/Executive Assistant	25,287	26,221	27,486	27,486	176	25,844	34
PROFESSIONAL POSITIONS							
21 Buyer	22,500	27,933	29,963	29,963	37	28,004	11
22 Purchasing Agent	25,000	34,954	39,041	39,041	10	31,964	6
23 Accountant	26,131	28,064	28,720	28,720	174	25,741	23
24 Senior Accountant	37,477	36,182	37,477	37,477	106	31,955	11
25 Auditor	27,936	28,767	29,429	33,800	38	29,270	10
26 Senior Auditor	38,220	39,479	41,800	42,171	20	37,409	7
27 Collector	15,268	17,674	16,059	16,266	22	20,277	6
28 Compensation Analyst	36,371	34,908	36,371	36,371	34	30,938	8
29 Benefits Specialist	26,926	33,467	37,893	37,893	21	29,871	10
30 Personnel Assistant	26,124	26,616	26,124	26,124	82	26,258	13
31 Training and Development Specialist	29,100	31,808	34,239	37,598	41	30,499	12
DATA PROCESSING POSITIONS							
32 Data Entry Operator	16,068	17,417	19,272	19,272	275	15,489	26
33 Senior Data Entry Operator	18,928	19,427	19,344	20,900	27	19,914	10
34 Computer Operator	19,178	19,970	19,497	21,558	176	18,829	23
35 Senior Computer Operator	26,151	25,830	26,151	26,151	204	25,445	14
36 Programmer	27,445	27,890	27,445	29,476	255	27,884	14
37 Systems Analyst	34,605	34,506	34,605	34,605	394	35,110	11
38 Programmer/Analyst	29,403	30,635	29,403	32,400	271	31,646	11
39 Senior Programmer/Analyst	35,111	40,441	43,511	43,511	607	37,071	10
40 PC Specialist	29,403	29,100	29,403	29,403	205	27,192	14

TABLE : A-41

METROPOLITAN AREAS

Houston, TX Metropolitan Area

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,693	15,982	15,693	17,324	56	16,815	6
2 Senior Accounting Clerk	18,370	18,744	18,370	18,370	30	20,052	6
3 Accounts Payable Clerk	13,500	14,679	13,500	15,000	7	16,252	3
4 Accounts Receivable Clerk		13,750	13,500		6	14,250	2
5 Benefits Clerk					1		1
6 Clerk Typist		13,327	13,000		20	13,655	2
7 Credit and Collection Clerk		13,875	13,915		65	13,658	2
8 Customer Service Representative	16,000	17,402	18,190	18,700	36	17,422	5
9 File Clerk	11,000	11,505	11,000	12,777	56	12,126	3
10 General Clerk	10,000	12,466	13,586	13,586	72	13,243	4
11 Mail Clerk	12,718	12,911	12,718	13,766	25	12,996	4
12 Payroll Clerk	15,900	17,371	16,000	20,264	12	17,355	3
13 Personnel Clerk		17,002	16,740		6	17,525	2
14 Purchasing Clerk					15		1
15 Shipping/Receiving Clerk	13,000	13,388	13,000	13,000	15	14,454	4
16 Switchboard Operator/Receptionist	13,000	13,887	13,000	15,387	87	14,963	8
SECRETARIAL POSITIONS							
17 Word Processing Operator	19,000	19,800	19,000	21,132	38	21,666	5
18 Secretary/Administrative Assistant	20,000	22,879	24,370	24,370	185	19,769	6
19 Senior Secretary/Administrative Assistant	21,000	25,603	28,729	28,729	118	23,119	4
20 Executive Secretary/Executive Assistant	22,000	25,847	25,900	25,900	36	25,445	5
PROFESSIONAL POSITIONS							
21 Buyer		19,325	18,556		5	20,478	2
23 Accountant	22,292	23,822	22,292	22,292	20	25,360	5
24 Senior Accountant		31,418	32,300		12	31,242	2
25 Auditor					4		1
26 Senior Auditor		34,753	34,700		9	34,780	2
27 Collector					41		1
28 Compensation Analyst		26,790	26,790		2	26,790	2
29 Benefits Specialist		25,118	25,118		4	25,118	2
30 Personnel Assistant	19,656	20,966	19,778	22,275	4	21,402	3
31 Training and Development Specialist					1		1
DATA PROCESSING POSITIONS							
32 Data Entry Operator		14,385	14,228		46	16,034	2
33 Senior Data Entry Operator					3		1
34 Computer Operator	18,378	19,020	18,378	21,000	13	19,015	3
35 Senior Computer Operator	20,592	21,171	21,146	21,750	4	21,364	3
36 Programmer					5		1
37 Systems Analyst					5		1
38 Programmer/Analyst	32,023	31,496	32,281	32,281	10	29,835	3
39 Senior Programmer/Analyst	33,100	36,390	34,045	42,024	6	36,390	3
40 PC Specialist					4		1

METROPOLITAN AREAS

Indianapolis, IN

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,601	14,793	14,601	15,272	94	15,410	19
2 Senior Accounting Clerk	17,492	18,497	17,492	19,685	72	20,682	13
3 Accounts Payable Clerk	13,400	15,268	15,878	16,145	14	15,871	9
4 Accounts Receivable Clerk	12,988	15,575	17,300	17,300	12	15,144	4
5 Benefits Clerk	15,775	17,251	18,094	18,094	7	16,914	5
6 Clerk Typist	13,309	13,899	14,618	14,618	37	13,397	7
7 Credit and Collection Clerk	12,546	17,230	15,000	22,776	17	15,883	4
8 Customer Service Representative	13,523	15,881	15,252	18,900	44	18,415	7
9 File Clerk	10,878	11,558	10,980	11,673	30	12,299	10
10 General Clerk	11,802	12,418	12,001	12,001	161	12,862	10
11 Mail Clerk	11,775	12,439	12,298	12,298	73	12,730	15
12 Payroll Clerk	17,892	18,427	18,647	19,000	14	18,130	8
13 Personnel Clerk					1		1
14 Purchasing Clerk	17,564	18,325	18,664	19,081	12	18,208	10
15 Shipping/Receiving Clerk	13,000	13,720	13,000	14,670	19	14,358	8
16 Switchboard Operator/Receptionist	13,518	14,824	14,625	16,381	24	15,041	20
SECRETARIAL POSITIONS							
17 Word Processing Operator	14,663	16,109	14,663	18,720	33	15,542	11
18 Secretary/Administrative Assistant	17,139	17,549	17,139	18,844	101	17,425	16
19 Senior Secretary/Administrative Assistant	18,700	20,859	21,042	22,770	51	20,165	14
20 Executive Secretary/Executive Assistant	20,030	22,247	20,030	25,000	81	24,493	18
PROFESSIONAL POSITIONS							
21 Buyer	24,200	29,100	30,800	32,300	3	29,100	3
22 Purchasing Agent		28,250	28,250		2	28,250	2
23 Accountant	22,350	24,737	26,000	26,883	27	24,235	11
24 Senior Accountant	20,698	28,579	33,750	33,750	5	29,483	3
25 Auditor	27,500	27,540	27,500	27,500	34	27,081	5
26 Senior Auditor	35,000	34,176	35,000	35,000	27	32,527	3
27 Collector	17,700	18,430	17,700	18,340	24	22,263	3
28 Compensation Analyst		35,864	35,864		2	35,864	2
29 Benefits Specialist					1		1
30 Personnel Assistant	21,000	20,339	21,070	21,070	8	19,808	5
31 Training and Development Specialist	27,156	28,578	28,000	28,500	8	29,578	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,075	14,649	14,078	14,784	24	14,413	11
33 Senior Data Entry Operator	14,643	16,529	16,432	17,305	25	17,053	9
34 Computer Operator	15,125	17,915	17,000	19,826	40	18,638	13
35 Senior Computer Operator	17,118	20,092	17,919	20,289	29	21,470	10
36 Programmer	22,250	24,331	23,765	26,788	45	23,839	11
37 Systems Analyst	32,067	33,933	32,067	36,088	37	36,318	3
38 Programmer/Analyst	30,784	35,267	34,605	41,465	101	32,342	12
39 Senior Programmer/Analyst	37,967	42,404	43,913	47,476	31	39,359	9
40 PC Specialist	29,139	31,714	29,648	37,441	18	31,211	7

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METROPOLITAN AREAS

Kansas City, MO & KS

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,536	16,601	16,598	17,200	89	17,069	16
2 Senior Accounting Clerk	18,016	20,558	20,508	22,830	61	21,276	14
3 Accounts Payable Clerk	12,756	16,369	17,795	17,795	58	17,564	12
4 Accounts Receivable Clerk	15,750	17,316	17,597	18,273	32	16,876	6
5 Benefits Clerk	16,761	17,511	16,800	18,923	8	17,171	4
6 Clerk Typist	14,669	15,809	15,936	16,952	88	15,145	10
7 Credit and Collection Clerk	16,413	17,390	18,065	18,065	16	17,556	5
8 Customer Service Representative	17,285	18,290	17,285	19,141	42	18,752	6
9 File Clerk	13,400	14,429	15,226	15,226	121	13,227	11
10 General Clerk	14,481	14,549	14,481	15,115	72	14,847	8
11 Mail Clerk	12,418	13,947	13,372	15,028	41	13,767	12
12 Payroll Clerk	17,419	19,045	18,799	18,984	23	19,234	13
13 Personnel Clerk	16,224	16,752	16,740	17,186	8	16,965	5
14 Purchasing Clerk	16,002	17,023	17,509	17,509	12	17,043	6
15 Shipping/Receiving Clerk	14,560	16,274	17,433	17,433	71	14,549	11
16 Switchboard Operator/Receptionist	17,512	17,196	17,512	17,512	122	16,245	17
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,817	17,547	17,498	18,491	94	17,806	10
18 Secretary/Administrative Assistant	17,946	18,853	18,803	19,136	228	19,064	16
19 Senior Secretary/Administrative Assistant	20,536	22,157	22,532	23,598	213	21,349	14
20 Executive Secretary/Executive Assistant	24,080	28,760	28,360	32,933	56	27,423	12
PROFESSIONAL POSITIONS							
21 Buyer	28,787	35,672	39,754	39,754	37	29,589	8
22 Purchasing Agent	36,443	37,519	36,690	38,595	5	37,795	4
23 Accountant	26,915	28,656	30,631	30,631	50	27,467	9
24 Senior Accountant	29,640	38,670	41,550	45,060	22	35,650	6
25 Auditor	20,160	23,024	24,440	24,440	6	23,740	5
26 Senior Auditor	34,104	37,985	37,440	41,400	10	36,713	6
27 Collector	18,381	19,856	18,381	18,381	24	23,872	4
28 Compensation Analyst	26,624	30,940	27,775	30,115	6	32,019	5
29 Benefits Specialist	33,174	35,830	36,606	38,487	4	35,830	4
30 Personnel Assistant	21,898	23,516	24,440	24,783	9	22,961	6
31 Training and Development Specialist	30,150	35,490	33,948	41,600	5	36,825	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,928	16,643	17,160	17,160	47	16,237	10
33 Senior Data Entry Operator	19,002	19,915	19,381	19,381	9	20,246	6
34 Computer Operator	18,242	20,474	21,050	23,046	33	20,197	12
35 Senior Computer Operator	22,900	23,997	24,195	25,043	23	23,873	9
36 Programmer	27,868	28,575	28,080	29,800	58	27,625	11
37 Systems Analyst	29,328	40,751	41,676	53,820	20	40,941	7
38 Programmer/Analyst	31,200	33,519	31,604	36,023	100	34,299	11
39 Senior Programmer/Analyst	40,945	42,028	42,796	43,402	36	40,428	8
40 PC Specialist	27,761	31,874	32,531	35,620	17	30,507	7

TABLE : A-44

METROPOLITAN AREAS

Knoxville, TN

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	19,157	18,546	19,307	19,307	41	16,985	7
2 Senior Accounting Clerk	21,774	22,396	21,774	21,774	52	24,371	5
3 Accounts Payable Clerk	17,971	19,023	19,286	20,072	6	18,813	5
4 Accounts Receivable Clerk	19,704	20,489	21,320	21,320	8	19,658	4
5 Benefits Clerk	19,084	19,248	19,966	19,966	6	18,889	4
6 Clerk Typist		19,862	20,488		5	18,924	2
7 Credit and Collection Clerk	13,130	15,452	13,595	17,108	8	16,845	5
8 Customer Service Representative	14,500	21,077	26,840	26,840	63	16,457	6
9 File Clerk	19,635	18,830	19,635	19,635	41	14,617	4
10 General Clerk	18,647	18,598	18,647	18,647	140	16,363	3
11 Mail Clerk		19,233	19,416		48	17,217	2
12 Payroll Clerk	19,051	19,454	19,051	19,051	30	20,030	4
13 Personnel Clerk		18,757	18,336		18	22,127	2
14 Purchasing Clerk	21,482	21,400	21,482	21,482	97	19,883	5
15 Shipping/Receiving Clerk	18,768	18,822	18,768	18,768	129	17,588	5
16 Switchboard Operator/Receptionist	19,214	18,054	19,214	19,214	60	15,043	11
SECRETARIAL POSITIONS							
17 Word Processing Operator	18,784	18,766	18,784	18,784	577	17,402	4
18 Secretary/Administrative Assistant	22,014	21,783	22,014	22,014	232	17,862	5
19 Senior Secretary/Administrative Assistant	24,791	24,520	24,791	24,791	111	22,177	5
20 Executive Secretary/Executive Assistant	28,496	29,858	30,950	30,950	39	27,471	6
PROFESSIONAL POSITIONS							
21 Buyer		21,606	21,606		4	21,606	2
22 Purchasing Agent	37,255	37,278	37,255	37,255	86	37,733	5
23 Accountant	27,500	28,721	27,500	30,576	29	27,852	6
24 Senior Accountant	43,970	42,063	44,696	44,696	11	37,455	4
25 Auditor	46,109	48,916	46,109	55,000	20	44,075	3
26 Senior Auditor	33,400	36,754	33,400	33,400	13	43,497	3
27 Collector					1		1
28 Compensation Analyst					5		1
29 Benefits Specialist		35,486	35,183		6	36,092	2
30 Personnel Assistant					1		1
31 Training and Development Specialist	46,238	44,701	46,238	46,238	9	41,628	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator	18,728	18,408	18,728	18,728	66	16,118	7
33 Senior Data Entry Operator	19,469	20,922	22,100	22,100	11	20,034	5
34 Computer Operator	21,300	21,357	21,300	21,300	62	20,823	5
35 Senior Computer Operator		23,639	23,353		13	24,282	2
36 Programmer	27,823	28,023	27,823	27,823	40	29,124	4
37 Systems Analyst		42,891	43,385		92	35,806	2
38 Programmer/Analyst		43,021	43,381		98	37,509	2
39 Senior Programmer/Analyst	53,390	51,776	53,390	53,390	26	43,998	3
40 PC Specialist					2		1

METROPOLITAN AREAS

Lancaster, PA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,308	16,940	16,044	19,000	24	16,516	11
2 Senior Accounting Clerk	18,270	19,227	21,075	22,100	18	18,760	7
3 Accounts Payable Clerk	15,354	17,257	18,400	18,400	20	16,762	8
4 Accounts Receivable Clerk	14,622	16,711	15,611	19,021	9	17,407	7
5 Benefits Clerk	19,400	19,043	19,400	19,400	21	18,119	3
6 Clerk Typist	13,811	16,807	18,500	18,500	28	15,770	4
7 Credit and Collection Clerk		21,511	22,600		9	20,150	2
8 Customer Service Representative	19,100	22,552	25,300	25,300	86	19,060	6
9 File Clerk	13,383	14,642	13,891	18,100	19	13,753	6
10 General Clerk	13,936	15,312	16,123	16,123	40	14,048	6
11 Mail Clerk	14,610	15,617	16,600	16,600	22	14,444	8
12 Payroll Clerk	15,600	17,319	18,200	18,346	23	17,003	11
13 Personnel Clerk	20,800	20,288	22,000	22,000	17	17,398	5
14 Purchasing Clerk	16,078	17,662	17,524	21,000	11	16,320	5
15 Shipping/Receiving Clerk	17,170	17,340	17,700	17,971	13	16,863	7
16 Switchboard Operator/Receptionist	13,841	15,882	14,732	19,111	25	15,494	18
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,416	17,244	15,416	19,900	12	17,229	5
18 Secretary/Administrative Assistant	16,100	18,637	20,050	20,200	86	17,969	18
19 Senior Secretary/Administrative Assistant	17,635	20,532	20,837	23,500	114	20,293	14
20 Executive Secretary/Executive Assistant	22,898	25,066	25,704	28,300	35	23,212	14
PROFESSIONAL POSITIONS							
21 Buyer	23,525	24,372	23,525	23,525	15	25,921	4
22 Purchasing Agent	25,897	31,441	32,331	38,256	10	27,271	4
23 Accountant	22,000	24,091	22,843	26,761	18	24,576	8
24 Senior Accountant	26,000	29,501	27,768	32,820	14	31,389	6
25 Auditor	22,905	25,245	22,905	24,600	6	27,584	3
26 Senior Auditor	39,000	42,744	43,000	46,233	3	42,744	3
27 Collector	17,820	29,059	36,152	36,152	24	25,674	4
28 Compensation Analyst	21,338	24,113	24,000	27,000	3	24,113	3
29 Benefits Specialist	21,795	26,735	24,300	32,940	5	25,184	4
30 Personnel Assistant	19,136	20,011	20,384	20,700	6	19,936	5
31 Training and Development Specialist	27,976	33,325	31,998	40,000	4	33,325	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,836	15,259	15,740	16,597	14	15,651	10
33 Senior Data Entry Operator	21,008	21,050	21,770	21,770	6	20,690	4
34 Computer Operator	16,328	18,202	16,995	20,091	13	17,908	9
35 Senior Computer Operator	19,504	22,163	22,132	22,500	6	22,695	5
36 Programmer	23,118	24,566	25,129	26,566	8	24,378	6
37 Systems Analyst	34,788	35,633	35,212	35,280	5	35,633	5
38 Programmer/Analyst	26,520	29,905	27,153	35,900	11	29,834	8
39 Senior Programmer/Analyst	31,920	33,658	32,353	32,353	6	34,311	4
40 PC Specialist	31,097	33,959	34,510	34,510	6	33,683	4

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METROPOLITAN AREAS
Lincoln, NE

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	12,653	16,763	17,343	21,586	85	15,368	18
2 Senior Accounting Clerk	16,000	17,721	16,159	18,529	22	18,341	12
3 Accounts Payable Clerk	14,092	16,788	17,200	17,576	18	16,198	14
4 Accounts Receivable Clerk	15,600	16,816	18,480	18,480	6	16,401	5
5 Benefits Clerk	16,631	17,811	17,263	18,990	4	17,811	4
6 Clerk Typist	11,247	14,939	13,558	21,169	75	13,154	11
7 Credit and Collection Clerk	14,040	14,583	14,339	16,500	9	14,395	6
8 Customer Service Representative	16,120	20,820	24,714	24,714	87	17,981	9
9 File Clerk	11,106	11,626	11,750	12,237	30	11,056	9
10 General Clerk	10,665	12,002	10,665	11,862	89	12,531	8
11 Mail Clerk	9,927	11,910	12,229	12,402	25	11,975	11
12 Payroll-Clerk	16,111	17,965	17,950	19,117	13	18,084	7
13 Personnel Clerk	14,123	17,076	17,532	20,627	11	16,503	9
14 Purchasing Clerk	13,114	16,150	17,846	18,252	10	16,150	10
15 Shipping/Receiving Clerk	12,828	16,630	13,196	15,620	30	15,681	11
16 Switchboard Operator/Receptionist	10,464	12,536	11,247	14.851	50	12,608	19
SECRETARIAL POSITIONS							
17 Word Processing Operator	12,880	13,816	13,656	13,875	34	14,558	9
18 Secretary/Administrative Assistant	15,157	18,654	17,513	24,513	111	16,426	16
19 Senior Secretary/Administrative Assistant	17,826	20,215	18,863	21,369	67	19,791	15
20 Executive Secretary/Executive Assistant	20,511	22,974	22,792	24,655	49	23,351	19
PROFESSIONAL POSITIONS							
21 Buyer	19,000	21,692	22,500	24,481	11	20,673	6
22 Purchasing Agent	24,269	30,202	24,849	39,938	12	32,209	9
23 Accountant	23,793	25,250	24,030	26,000	25	25,635	13
24 Senior Accountant	26,680	31,638	29,900	37,214	18	31,877	12
25 Auditor	12,820	25,035	29,567	30,618	11	26,666	6
26 Senior Auditor	34,750	38,970	34,750	46,966	5	40,025	4
27 Collector	14,058	17,945	16,847	22,842	10	19,384	4
28 Compensation Analyst		22,824	22,824		2	22,824	2
29 Benefits Specialist	19,981	21,485	20,806	21,965	8	21,699	7
30 Personnel Assistant	18,000	23,102	21,483	26,507	11	23,377	9
31 Training and Development Specialist	19,512	26,563	27,830	29,301	9	28,702	6
DATA PROCESSING POSITIONS							
32 Data Entry Operator	9,380	13,559	12,279	16,952	52	14,859	12
33 Senior Data Entry Operator	15,115	16,957	16,244	17,850	9	17,978	5
34 Computer Operator	14,955	16,776	16,952	17,277	42	15,774	12
35 Senior Computer Operator	19,055	22,435	22,407	22,660	16	24,090	8
36 Programmer	21,650	24,034	23,877	24,350	26	24,087	10
37 Systems Analyst	28,995	34,048	36,488	36,488	24	33,385	9
38 Programmer/Analyst	27,865	29,641	28,234	30,692	51	29,269	11
39 Senior Programmer/Analyst	32,629	33,474	32,947	33,620	38	34,350	10
40 PC Specialist	21,125	24,495	26,499	27,309	11	24,102	8

TABLE : A-47

METROPOLITAN AREAS
Little Rock, AR

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,479	15,188	14,007	14,746	15	15,361	7
2 Senior Accounting Clerk	14,692	18,816	16,006	24,648	13	20,089	6
3 Accounts Payable Clerk	14,768	15,323	15,210	15,210	11	15,130	7
4 Accounts Receivable Clerk	14,945	15,704	15,614	15,614	6	16,017	3
5 Benefits Clerk	19,209	22,612	25,821	26,016	4	21,478	3
6 Clerk Typist	10,500	13,140	14,040	14,880	3	13,140	3
7 Credit and Collection Clerk	11,430	12,063	11,430	11,430	18	14,278	4
8 Customer Service Representative	13,623	15,068	14,245	15,600	31	16,059	8
9 File Clerk					5		1
10 General Clerk	12,043	12,557	12,904	12,904	9	12,436	3
11 Mail Clerk	11,677	12,919	12,064	13,491	15	13,779	9
12 Payroll Clerk	16,876	18,117	16,876	21,028	7	18,011	4
13 Personnel Clerk	12,792	13,533	12,854	14,000	5	13,533	5
14 Purchasing Clerk	12,720	15,298	13,992	16,001	7	15,298	7
15 Shipping/Receiving Clerk	13,853	14,916	15,683	15,683	12	14,799	5
16 Switchboard Operator/Receptionist	13,295	15,032	16,103	16,605	23	14,551	10
SECRETARIAL POSITIONS							
17 Word Processing Operator	12,945	14,624	15,023	15,023	8	14,918	5
18 Secretary/Administrative Assistant	14,733	16,999	16,656	17,703	59	16,976	8
19 Senior Secretary/Administrative Assistant	16,856	17,986	17,090	17,675	38	19,477	5
20 Executive Secretary/Executive Assistant	20,738	23,705	23,379	27,100	15	24,153	7
PROFESSIONAL POSITIONS							
21 Buyer	24,312	24,215	24,545	24,545	9	24,174	4
22 Purchasing Agent	39,600	36,863	40,591	40,591	10	31,272	4
23 Accountant	21,000	23,750	23,967	28,600	15	22,683	9
24 Senior Accountant	27,312	29,041	29,866	30,679	10	28,221	6
25 Auditor	27,000	27,743	27,277	29,446	11	27,908	3
26 Senior Auditor		32,165	31,233		7	34,495	2
27 Collector	15,830	17,479	17,660	18,412	21	17,858	4
28 Compensation Analyst		30,755	30,755		2	30,755	2
29 Benefits Specialist	20,447	24,341	21,757	28,235	4	24,341	4
30 Personnel Assistant	18,939	21,498	21,115	21,115	6	21,594	5
31 Training and Development Specialist	22,990	26,781	22,990	28,100	7	28,346	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	12,538	13,997	12,779	15,860	24	14,577	5
33 Senior Data Entry Operator	16,557	16,521	17,645	17,645	5	15,772	3
34 Computer Operator	18,575	20,046	18,575	22,423	13	19,644	5
35 Senior Computer Operator	19,987	23,083	21,794	26,698	13	22,169	6
36 Programmer	21,219	23,313	26,042	26,042	7	21,282	3
37 Systems Analyst	30,405	36,097	36,194	41,788	4	34,199	3
38 Programmer/Analyst	31,353	38,419	46,033	46,033	17	32,510	5
39 Senior Programmer/Analyst	31,200	32,112	32,770	32,770	14	31,161	4
40 PC Specialist	23,313	25,503	27,102	27,693	4	24,773	3

METROPOLITAN AREAS

Greater Los Angeles Metropolitan Area

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	16,686	19,163	18,000	19,501	56	20,366	17
2 Senior Accounting Clerk	19,930	22,262	21,500	23,844	106	24,842	17
3 Accounts Payable Clerk	19,240	20,811	20,775	22,679	35	20,774	11
4 Accounts Receivable Clerk	19,673	20,465	20,498	21,180	33	20,411	10
5 Benefits Clerk	20,911	22,812	20,972	25,344	9	22,957	4
6 Clerk Typist	21,820	21,518	21,820	21,820	26	20,193	5
7 Credit and Collection Clerk	17,042	20,225	17,042	23,911	30	19,302	5
8 Customer Service Representative	19,000	19,961	19,000	19,347	223	20,239	11
9 File Clerk	14,625	15,299	14,625	15,852	17	15,630	8
10 General Clerk	15,670	16,593	16,200	17,000	50	17,124	12
11 Mail Clerk	15,371	16,779	17,688	17,688	28	16,714	16
12 Payroll Clerk	20,616	22,060	21,750	22,755	17	22,195	11
13 Personnel Clerk	19,587	22,542	23,904	25,400	28	21,504	13
14 Purchasing Clerk	19,936	20,127	20,235	20,716	15	19,962	9
15 Shipping/Receiving Clerk	18,574	18,675	18,574	20,592	20	18,639	8
16 Switchboard Operator/Receptionist	17,775	18,852	18,907	19,560	33	19,055	21
SECRETARIAL POSITIONS							
17 Word Processing Operator	23,323	24,013	23,470	26,000	48	23,491	13
18 Secretary/Administrative Assistant	20,388	22,050	22,356	23,000	242	24,519	21
19 Senior Secretary/Administrative Assistant	26,400	27,001	27,407	27,407	258	27,797	21
20 Executive Secretary/Executive Assistant	29,346	31,583	31,080	34,372	89	32,025	23
PROFESSIONAL POSITIONS							
21 Buyer	30,977	30,510	31,850	31,941	16	30,010	6
22 Purchasing Agent	31,564	35,138	36,688	39,156	20	34,501	11
23 Accountant	26,548	30,034	31,500	31,500	73	30,520	18
24 Senior Accountant	37,757	38,229	38,772	38,772	47	37,896	14
25 Auditor	33,047	34,991	34,024	36,400	7	35,380	6
26 Senior Auditor	42,696	46,040	42,696	48,345	7	48,548	4
27 Collector		20,336	19,561		22	28,081	2
28 Compensation Analyst	37,831	40,205	40,831	42,580	5	40,205	5
29 Benefits Specialist	32,100	34,671	36,400	37,000	9	34,379	8
30 Personnel Assistant	30,281	32,471	31,043	38,796	15	29,855	9
31 Training and Development Specialist	38,208	38,635	39,000	41,232	14	40,671	7
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,250	16,932	16,800	17,064	88	18,212	16
33 Senior Data Entry Operator	22,360	24,305	25,511	25,511	20	23,240	9
34 Computer Operator	21,684	24,180	23,831	26,592	32	23,743	17
35 Senior Computer Operator	26,988	30,342	31,387	31,860	36	30,581	13
36 Programmer	29,588	31,845	29,962	33,110	22	32,585	10
37 Systems Analyst	34,000	41,079	44,088	46,800	31	40,153	13
38 Programmer/Analyst	36,987	38,225	39,360	39,360	99	36,233	16
39 Senior Programmer/Analyst	48,252	49,188	48,252	51,013	155	48,162	13
40 PC Specialist	27,080	30,764	30,014	35,000	11	29,172	6

METROPOLITAN AREAS

Madison, WI

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,530	16,502	16,508	17,736	17	16,424	11
2 Senior Accounting Clerk	19,500	20,499	19,677	22,000	10	20,624	9
3 Accounts Payable Clerk	16,075	17,037	16,994	18,242	13	16,975	8
4 Accounts Receivable Clerk	16,058	16,454	16,058	16,120	13	16,748	5
5 Benefits Clerk		20,668	22,502		3	19,751	2
6 Clerk Typist	14,866	15,454	14,933	16,657	16	15,750	8
7 Credit and Collection Clerk	17,217	17,392	17,618	17,618	11	17,280	5
8 Customer Service Representative	15,304	17,952	17,576	19,308	29	18,397	8
9 File Clerk	13,603	14,098	13,819	14,010	9	14,206	6
10 General Clerk	18,595	18,219	18,595	18,595	125	15,566	7
11 Mail Clerk	11,700	14,538	14,518	17,048	20	14,030	9
12 Payroll Clerk	20,987	20,723	20,987	20,987	53	20,163	9
13 Personnel Clerk	18,684	20,727	21,861	21,861	17	18,629	4
14 Purchasing Clerk	16,058	24,584	28,142	28,142	23	19,046	5
15 Shipping/Receiving Clerk	14,940	17,336	16,730	21,216	11	17,221	8
16 Switchboard Operator/Receptionist	14,144	15,989	15,000	16,995	34	15,471	18
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,582	17,473	16,787	17,749	16	17,721	6
18 Secretary/Administrative Assistant	16,900	19,646	21,000	21,861	54	18,843	13
19 Senior Secretary/Administrative Assistant	20,893	21,195	20,893	21,700	39	21,256	11
20 Executive Secretary/Executive Assistant	21,489	24,415	25,418	26,608	28	24,882	13
PROFESSIONAL POSITIONS							
21 Buyer	18,574	20,044	19,967	21,515	4	20,044	4
22 Purchasing Agent	32,420	34,122	33,594	35,824	4	34,689	3
23 Accountant	17,000	23,806	25,039	26,100	15	25,610	8
24 Senior Accountant		26,980	25,400		3	27,770	2
25 Auditor	24,997	25,952	25,013	26,907	4	26,264	3
26 Senior Auditor		30,008	29,669		11	31,535	2
27 Collector		22,943	23,800		7	22,300	2
28 Compensation Analyst	29,643	31,916	32,905	33,200	3	31,916	3
29 Benefits Specialist	22,269	25,967	22,761	29,664	4	27,035	3
30 Personnel Assistant	17,493	21,984	19,747	24,500	9	23,482	7
31 Training and Development Specialist	24,000	27,678	29,517	29,517	4	26,759	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,579	16,456	15,579	16,380	50	16,866	9
33 Senior Data Entry Operator	19,615	19,322	19,615	19,615	27	18,522	4
34 Computer Operator	17,014	19,226	20,243	20,243	21	18,452	11
35 Senior Computer Operator	22,714	23,841	24,500	25,269	18	23,237	7
36 Programmer	26,645	27,897	28,200	28,200	7	27,670	4
37 Systems Analyst	35,836	35,663	35,836	35,836	28	35,028	6
38 Programmer/Analyst	26,391	27,555	26,391	26,643	69	29,007	8
39 Senior Programmer/Analyst	30,784	31,144	30,784	30,784	74	33,467	7
40 PC Specialist	25,800	27,782	26,906	32,344	8	28,065	7

METROPOLITAN AREAS
Metro New Jersey

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	19,445	19,468	19,445	19,445	32	19,628	4
2 Senior Accounting Clerk	22,373	21,880	22,373	22,373	28	20,839	3
3 Accounts Payable Clerk		23,015	23,015		2	23,015	2
4 Accounts Receivable Clerk	17,856	18,144	17,856	18,720	3	18,144	3
6 Clerk Typist					196		1
7 Credit and Collection Clerk	16,640	18,883	20,004	20,004	3	18,883	3
8 Customer Service Representative	16,987	19,924	21,392	21,392	9	19,924	3
9 File Clerk					3		1
10 General Clerk		18,411	19,573		7	15,507	2
11 Mail Clerk					3		1
12 Payroll Clerk					1		1
13 Personnel Clerk					1		1
15 Shipping/Receiving Clerk	16,874	18,516	16,874	16,874	5	19,611	3
16 Switchboard Operator/Receptionist	18,226	19,093	19,710	19,960	4	19,093	4
SECRETARIAL POSITIONS							
17 Word Processing Operator		22,473	20,848		6	23,286	2
18 Secretary/Administrative Assistant	21,399	22,044	21,399	23,802	22	21,290	5
19 Senior Secretary/Administrative Assistant	26,478	26,488	26,478	26,478	88	24,727	5
20 Executive Secretary/Executive Assistant	30,951	30,856	32,178	32,178	45	29,368	6
PROFESSIONAL POSITIONS							
21 Buyer	32,268	33,109	34,883	34,883	13	30,271	5
22 Purchasing Agent		39,163	38,998		7	39,287	2
23 Accountant		26,836	26,186		10	26,999	2
24 Senior Accountant	30,411	31,782	30,411	30,411	44	39,969	4
25 Auditor		29,410	29,115		3	29,558	2
26 Senior Auditor		38,878	38,002		7	39,025	2
28 Compensation Analyst					1		1
29 Benefits Specialist		30,206	26,300		3	32,160	2
30 Personnel Assistant	23,025	25,656	25,040	27,054	6	26,182	5
31 Training and Development Specialist					2		1
DATA PROCESSING POSITIONS							
32 Data Entry Operator		22,979	23,098		8	22,859	2
34 Computer Operator		23,191	23,461		6	22,651	2
35 Senior Computer Operator					1		1
36 Programmer					5		1
37 Systems Analyst					4		1
38 Programmer/Analyst		36,817	36,817		14	36,817	2
39 Senior Programmer/Analyst		47,618	51,707		16	47,034	2

METROPOLITAN AREAS

Mid-Missouri

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,000	14,691	14,148	14,928	135	15,386	18
2 Senior Accounting Clerk	17,039	17,403	17,039	17,039	125	17,778	12
3 Accounts Payable Clerk	16,704	16,581	17,004	17,004	159	16,995	10
4 Accounts Receivable Clerk	12,183	13,323	12,183	12,183	23	15,767	4
5 Benefits Clerk	18,990	20,166	20,280	21,228	3	20,166	3
6 Clerk Typist	13,428	13,919	13,800	13,800	344	14,257	12
7 Credit and Collection Clerk	13,500	14,919	15,718	16,088	19	14,184	7
8 Customer Service Representative	12,740	15,508	14,519	17,735	56	16,150	7
9 File Clerk	11,071	12,500	13,099	13,428	100	12,521	10
10 General Clerk	12,606	14,406	15,024	15,324	199	14,632	12
11 Mail Clerk	12,183	13,241	13,428	13,644	67	13,473	13
12 Payroll Clerk	17,160	16,666	17,616	17,616	116	16,462	12
13 Personnel Clerk	12,958	16,255	15,600	17,736	8	16,255	8
14 Purchasing Clerk	14,519	14,562	14,519	14,519	89	14,322	6
15 Shipping/Receiving Clerk	14,160	15,667	16,082	17,533	46	15,009	14
16 Switchboard Operator/Receptionist	13,229	13,630	14,112	14,712	116	13,956	18
SECRETARIAL POSITIONS							
17 Word Processing Operator	14,964	15,139	15,108	15,540	1,195	14,623	13
18 Secretary/Administrative Assistant	14,494	16,198	15,756	17,463	621	15,979	15
19 Senior Secretary/Administrative Assistant	16,875	18,162	18,220	18,564	559	19,001	17
20 Executive Secretary/Executive Assistant	19,923	20,433	19,923	19,923	258	25,363	15
PROFESSIONAL POSITIONS							
21 Buyer	20,484	22,070	20,484	22,406	27	21,052	10
22 Purchasing Agent	21,840	25,733	26,719	27,624	21	24,483	12
23 Accountant	21,408	22,578	21,408	22,884	86	23,700	15
24 Senior Accountant	25,594	30,686	33,415	33,804	34	31,457	11
25 Auditor	28,572	27,749	28,572	28,572	24	26,295	8
26 Senior Auditor	29,466	34,359	38,052	38,052	11	30,966	5
27 Collector	20,000	23,415	20,400	29,844	4	23,415	4
28 Compensation Analyst	24,920	30,728	34,692	34,692	25	28,909	9
29 Benefits Specialist	25,872	29,560	26,025	33,249	5	30,790	4
30 Personnel Assistant	24,432	24,866	26,448	26,448	44	22,280	12
31 Training and Development Specialist	34,032	33,910	34,032	34,032	21	34,148	9
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,930	14,172	13,930	15,096	87	13,913	14
33 Senior Data Entry Operator	17,132	17,177	17,132	17,580	113	16,789	11
34 Computer Operator	18,877	19,979	20,634	22,020	47	18,867	14
35 Senior Computer Operator	20,093	23,416	25,416	25,416	32	22,741	9
36 Programmer	20,004	26,066	27,629	31,500	25	26,067	14
37 Systems Analyst	30,852	32,198	30,980	33,432	27	33,172	11
38 Programmer/Analyst	21,075	27,940	30,720	30,720	154	28,909	12
39 Senior Programmer/Analyst	27,308	31,651	35,664	35,664	113	33,961	13
40 PC Specialist	23,214	25,823	25,516	25,516	21	27,442	10

METROPOLITAN AREAS

Minneapolis, MN

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	16,750	17,879	17,460	18,149	55	18,254	11
2 Senior Accounting Clerk	24,716	24,120	24,716	24,716	157	21,983	9
3 Accounts Payable Clerk	18,010	18,959	19,304	19,304	24	18,969	7
4 Accounts Receivable Clerk	17,638	18,782	19,240	19,240	19	18,597	5
5 Benefits Clerk	22,672	22,820	22,672	24,678	5	22,250	3
6 Clerk Typist	15,600	17,596	18,715	18,715	37	16,537	3
7 Credit and Collection Clerk	19,910	20,198	19,910	20,800	36	20,626	3
8 Customer Service Representative	20,625	21,343	21,952	21,952	85	21,522	7
9 File Clerk	14,184	14,637	15,290	15,290	32	13,986	6
10 General Clerk	18,615	18,166	18,615	18,615	128	15,404	8
11 Mail Clerk	13,700	16,054	15,500	19,316	45	14,814	11
12 Payroll Clerk	20,650	21,172	20,675	22,071	32	20,958	12
13 Personnel Clerk	21,080	21,958	21,080	22,966	28	21,996	6
14 Purchasing Clerk	16,800	19,171	18,720	20,480	15	19,413	5
15 Shipping/Receiving Clerk	16,865	19,050	19,910	21,240	14	17,620	7
16 Switchboard Operator/Receptionist	16,232	17,291	17,000	17,745	36	17,708	14
SECRETARIAL POSITIONS							
17 Word Processing Operator	19,400	21,206	21,652	21,652	64	20,918	11
18 Secretary/Administrative Assistant	20,800	21,087	21,511	21,511	328	20,075	17
19 Senior Secretary/Administrative Assistant	21,686	22,924	22,528	24,500	110	23,199	14
20 Executive Secretary/Executive Assistant	27,200	28,272	29,269	30,598	112	26,776	16
PROFESSIONAL POSITIONS							
21 Buyer	28,670	28,885	29,700	29,700	10	27,920	4
22 Purchasing Agent	33,000	34,739	33,000	39,599	9	33,490	5
23 Accountant	26,616	30,562	33,169	33,169	53	27,430	11
24 Senior Accountant	31,400	35,161	32,148	40,060	28	35,353	9
25 Auditor	26,000	30,065	32,038	32,866	15	29,851	4
26 Senior Auditor	43,058	41,797	43,058	43,058	22	36,924	3
27 Collector	20,006	20,552	20,006	20,006	26	24,735	3
28 Compensation Analyst	34,630	37,874	40,167	40,167	5	36,345	3
29 Benefits Specialist	27,650	31,254	32,487	34,859	4	31,254	4
30 Personnel Assistant	26,926	28,858	26,926	28,500	13	30,289	7
31 Training and Development Specialist	29,000	33,517	31,931	38,033	4	35,022	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,141	15,079	14,141	16,734	52	16,917	7
33 Senior Data Entry Operator	19,000	20,784	19,500	22,000	5	21,230	4
34 Computer Operator	20,085	21,151	21,662	22,323	48	21,494	12
35 Senior Computer Operator	23,624	25,111	25,542	26,879	51	24,102	9
36 Programmer	38,415	36,481	38,415	38,415	141	28,713	7
37 Systems Analyst	40,520	48,860	51,888	51,888	23	44,190	3
38 Programmer/Analyst	37,696	39,928	42,080	42,080	161	34,673	12
39 Senior Programmer/Analyst	35,834	44,561	43,389	50,743	84	39,882	7
40 PC Specialist	25,634	31,733	31,400	35,670	12	32,940	8

METROPOLITAN AREAS

Greater Omaha, NE

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,240	14,929	15,600	15,600	38	14,635	13
2 Senior Accounting Clerk	14,011	15,685	14,011	15,652	126	19,324	19
3 Accounts Payable Clerk	15,163	15,595	15,400	16,474	44	15,663	17
4 Accounts Receivable Clerk	15,766	16,453	17,200	17,200	42	15,838	10
5 Benefits Clerk	19,700	19,235	19,700	20,400	9	19,080	7
6 Clerk Typist	13,259	14,311	15,444	15,444	92	13,306	12
7 Credit and Collection Clerk	15,300	16,130	17,200	17,200	33	14,937	9
8 Customer Service Representative	13,375	15,411	14,352	16,610	174	16,610	15
9 File Clerk	11,700	12,359	11,952	12,500	82	12,386	11
10 General Clerk	12,542	13,376	14,400	14,400	124	12,661	7
11 Mail Clerk	10,778	11,912	10,805	12,818	71	12,573	12
12 Payroll Clerk	15,990	17,083	15,990	18,103	35	17,630	15
13 Personnel Clerk	12,200	14,162	13,229	15,808	8	15,609	4
14 Purchasing Clerk	12,783	15,292	17,000	17,000	26	13,358	6
15 Shipping/Receiving Clerk	12,637	13,752	12,800	14,837	20	14,098	10
16 Switchboard Operator/Receptionist	13,100	13,889	14,086	14,100	58	14,077	20
SECRETARIAL POSITIONS							
17 Word Processing Operator	13,411	15,034	14,559	15,700	47	15,155	13
18 Secretary/Administrative Assistant	15,155	16,458	17,000	17,200	292	16,187	18
19 Senior Secretary/Administrative Assistant	18,518	19,630	19,700	19,700	170	20,119	18
20 Executive Secretary/Executive Assistant	19,629	22,062	20,336	23,462	73	24,651	19
PROFESSIONAL POSITIONS							
21 Buyer	22,100	26,761	25,081	32,289	10	27,193	6
22 Purchasing Agent	23,200	25,207	23,200	26,488	25	25,946	8
23 Accountant	22,899	25,844	24,000	31,300	49	25,067	11
24 Senior Accountant	32,535	39,429	33,087	49,655	9	35,069	4
25 Auditor	21,501	31,451	39,712	39,712	10	27,071	4
26 Senior Auditor	22,043	28,239	24,000	36,000	5	29,788	4
27 Collector	13,200	15,100	13,200	16,640	142	18,591	8
28 Compensation Analyst	26,100	29,394	32,400	32,400	13	28,618	7
29 Benefits Specialist	22,500	23,205	22,500	22,500	69	25,744	7
30 Personnel Assistant	22,900	23,244	22,900	25,080	17	22,612	8
31 Training and Development Specialist	25,167	29,058	27,000	34,600	23	29,112	10
DATA PROCESSING POSITIONS							
32 Data Entry Operator	11,458	12,368	11,458	14,300	87	13,694	14
33 Senior Data Entry Operator	13,562	16,524	13,562	19,900	18	18,426	10
34 Computer Operator	17,346	18,420	18,280	19,600	44	18,648	14
35 Senior Computer Operator	20,425	22,453	21,840	25,100	22	22,082	11
36 Programmer	22,989	29,831	34,903	34,903	121	26,435	6
37 Systems Analyst	35,600	36,275	35,600	36,768	23	36,991	9
38 Programmer/Analyst	31,708	36,702	33,715	42,724	106	32,551	8
39 Senior Programmer/Analyst	37,076	41,513	41,082	46,450	101	37,549	7
40 PC Specialist	24,240	24,857	24,360	28,390	14	25,974	6

METROPOLITAN AREAS

Pittsburgh, PA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	17,540	17,540	17,540	17,540	7	17,540	4
2 Senior Accounting Clerk	17,563	18,590	17,563	20,233	13	18,453	3
3 Accounts Payable Clerk	15,737	15,613	15,737	15,737	11	15,282	3
4 Accounts Receivable Clerk		16,474	16,553		7	16,277	2
5 Benefits Clerk	15,120	20,285	15,120	30,616	3	20,285	3
6 Clerk Typist		18,030	18,030		4	18,030	2
7 Credit and Collection Clerk	13,775	15,873	13,775	13,775	15	17,272	3
8 Customer Service Representative	17,443	17,760	17,443	17,443	33	18,604	3
9 File Clerk		13,058	13,058		14	13,058	2
10 General Clerk					2		1
11 Mail Clerk	11,133	11,361	11,133	11,133	24	12,044	3
12 Payroll Clerk		22,338	22,338		2	22,338	2
13 Personnel Clerk	15,000	19,125	16,000	23,250	4	19,125	4
14 Purchasing Clerk	14,712	15,186	15,502	15,502	5	14,975	3
15 Shipping/Receiving Clerk	21,440	21,440	21,440	21,440	3	21,440	3
16 Switchboard Operator/Receptionist	14,521	15,258	14,521	14,521	20	18,205	4
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,435	16,457	16,435	16,435	24	16,522	3
18 Secretary/Administrative Assistant	15,904	16,110	15,904	15,904	154	17,664	3
19 Senior Secretary/Administrative Assistant	18,535	18,809	18,535	18,535	96	21,321	4
20 Executive Secretary/Executive Assistant	27,313	27,687	27,313	28,700	35	28,157	4
PROFESSIONAL POSITIONS							
21 Buyer	21,192	28,268	21,192	36,354	15	26,246	3
22 Purchasing Agent	31,320	35,340	31,320	43,380	6	35,340	3
23 Accountant	25,628	24,994	25,628	25,628	14	23,410	4
24 Senior Accountant	30,772	30,258	30,772	30,772	20	28,201	4
25 Auditor		23,495	23,495		30	23,495	2
26 Senior Auditor	28,407	29,566	28,407	28,407	15	34,202	3
27 Collector	18,489	19,343	18,489	18,489	35	20,482	3
28 Compensation Analyst	32,034	34,123	32,034	38,300	3	34,123	3
29 Benefits Specialist					1		1
30 Personnel Assistant	27,432	27,329	27,432	27,432	11	27,055	3
31 Training and Development Specialist	31,656	33,348	31,656	31,656	7	35,604	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator	12,765	12,894	12,765	12,765	54	13,924	3
33 Senior Data Entry Operator		15,322	15,322		58	15,322	2
34 Computer Operator					4		1
35 Senior Computer Operator					2		1
36 Programmer		26,705	29,032		3	25,541	2
37 Systems Analyst		34,294	35,105		11	30,645	2
38 Programmer/Analyst					10		1
39 Senior Programmer/Analyst		50,333	52,150		6	49,425	2
40 PC Specialist	31,140	30,060	31,140	31,140	9	27,900	3

METROPOLITAN AREAS

Portland, ME

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,067	15,751	15,819	16,380	30	16,030	11
2 Senior Accounting Clerk	18,044	19,077	18,356	20,031	14	19,509	10
3 Accounts Payable Clerk	17,004	18,912	18,356	19,800	14	18,405	9
4 Accounts Receivable Clerk	17,460	17,246	17,460	17,460	18	16,819	8
5 Benefits Clerk		15,874	14,000		3	16,811	2
6 Clerk Typist	14,060	14,520	14,200	15,373	19	14,959	8
7 Credit and Collection Clerk	17,200	16,846	17,200	17,200	14	15,969	3
8 Customer Service Representative	17,888	20,503	22,296	22,296	91	18,817	9
9 File Clerk	10,925	12,487	11,200	14,344	12	12,842	5
10 General Clerk	11,421	13,996	13,448	15,552	18	15,272	6
11 Mail Clerk	13,414	14,536	13,665	16,051	24	14,939	12
12 Payroll Clerk	17,000	19,337	18,950	21,657	9	19,629	8
13 Personnel Clerk	16,660	17,696	16,869	18,720	6	17,903	5
14 Purchasing Clerk	14,664	17,219	16,860	19,325	5	17,219	5
15 Shipping/Receiving Clerk	17,181	17,225	17,690	17,690	27	16,949	7
16 Switchboard Operator/Receptionist	15,475	16,358	15,820	18,363	29	16,065	15
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,651	17,499	16,656	18,000	20	18,267	9
18 Secretary/Administrative Assistant	16,318	16,975	16,656	17,560	81	18,719	15
19 Senior Secretary/Administrative Assistant	18,658	18,817	18,819	18,820	65	19,555	9
20 Executive Secretary/Executive Assistant	21,127	22,012	22,206	22,453	70	21,745	15
PROFESSIONAL POSITIONS							
21 Buyer	27,250	31,715	27,883	30,500	9	31,268	5
22 Purchasing Agent					1		1
23 Accountant	23,943	26,965	27,250	30,004	12	27,305	8
24 Senior Accountant	33,453	34,365	33,538	33,819	8	34,669	6
25 Auditor		20,820	16,800		5	21,825	2
26 Senior Auditor	29,049	30,427	31,610	31,805	4	30,032	3
27 Collector		22,793	22,793		2	22,793	2
28 Compensation Analyst					1		1
29 Benefits Specialist	24,000	28,345	28,125	34,409	7	27,132	6
30 Personnel Assistant	24,149	26,505	26,155	28,720	6	26,505	6
31 Training and Development Specialist	29,994	29,640	32,181	32,181	5	29,005	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,877	16,876	17,234	17,234	60	16,471	10
33 Senior Data Entry Operator	16,600	17,492	16,600	16,600	14	19,825	4
34 Computer Operator	17,500	21,406	22,060	25,059	22	20,668	8
35 Senior Computer Operator		21,441	21,441		2	21,441	2
36 Programmer	29,613	30,690	29,613	33,197	24	30,947	6
37 Systems Analyst	36,529	34,913	36,529	36,529	10	31,143	3
38 Programmer/Analyst	30,058	32,075	31,873	32,963	29	31,583	8
39 Senior Programmer/Analyst	35,530	39,093	38,065	43,700	6	38,833	4
40 PC Specialist	20,520	24,618	20,800	31,486	5	22,902	4

METROPOLITAN AREAS

Quad Cities IL & IA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,560	16,561	17,000	19,886	26	16,050	14
2 Senior Accounting Clerk	17,119	19,519	17,119	21,159	16	21,090	8
3 Accounts Payable Clerk	10,566	12,600	12,383	14,700	7	13,616	5
4 Accounts Receivable Clerk	16,500	16,159	16,500	16,500	20	15,469	4
5 Benefits Clerk		17,312	19,613		9	17,025	2
6 Clerk Typist	11,335	12,593	13,100	13,100	17	12,979	7
7 Credit and Collection Clerk		22,714	23,500		7	20,750	2
8 Customer Service Representative	12,480	15,290	15,028	15,600	43	14,758	6
9 File Clerk	11,000	12,168	12,523	13,440	15	11,752	5
10 General Clerk	10,400	14,526	15,932	17,863	25	12,543	9
11 Mail Clerk	11,617	12,607	11,617	13,416	12	12,753	5
12 Payroll Clerk	14,911	18,181	17,243	22,290	10	18,062	8
13 Personnel Clerk	17,680	18,500	18,750	19,194	5	18,541	3
14 Purchasing Clerk	14,144	17,880	16,683	22,260	10	19,137	7
15 Shipping/Receiving Clerk	11,835	14,502	14,560	16,206	18	14,667	9
16 Switchboard Operator/Receptionist	9,797	12,269	12,395	13,000	21	13,358	13
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,448	16,598	16,448	18,444	53	16,614	10
18 Secretary/Administrative Assistant	13,728	16,466	15,000	19,593	37	16,773	14
19 Senior Secretary/Administrative Assistant	20,563	23,687	25,690	25,837	33	23,457	11
20 Executive Secretary/Executive Assistant	24,000	25,986	25,905	27,600	21	26,017	12
PROFESSIONAL POSITIONS							
21 Buyer		23,845	23,845		2	23,845	2
22 Purchasing Agent	20,800	22,138	21,000	22,500	6	22,138	6
23 Accountant	22,950	24,427	25,600	25,600	20	25,312	7
24 Senior Accountant	31,000	33,111	31,000	38,256	9	33,494	4
25 Auditor	21,600	25,761	24,684	31,000	3	25,761	3
26 Senior Auditor					1		1
27 Collector		19,176	19,542		9	17,894	2
29 Benefits Specialist		21,943	22,240		3	21,795	2
30 Personnel Assistant	21,762	23,681	23,681	25,600	3	23,681	3
31 Training and Development Specialist					1		1
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,000	15,701	15,000	16,500	44	15,279	8
33 Senior Data Entry Operator		19,987	21,840		5	19,524	2
34 Computer Operator	17,658	18,438	17,676	20,115	12	17,860	7
35 Senior Computer Operator	21,172	23,278	23,520	23,520	7	23,737	3
36 Programmer	23,754	24,428	23,754	25,608	15	24,091	6
37 Systems Analyst	35,100	37,283	36,875	38,649	7	37,487	5
38 Programmer/Analyst	26,808	35,491	34,980	42,647	24	33,335	6
39 Senior Programmer/Analyst	33,660	34,360	33,660	33,660	30	40,197	5
40 PC Specialist	22,000	25,756	23,610	34,158	7	24,595	5

METROPOLITAN AREAS

Reading, PA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,218	16,923	17,472	17,472	18	18,388	5
2 Senior Accounting Clerk		19,951	19,781		6	20,291	2
3 Accounts Payable Clerk	17,794	18,666	19,587	19,587	8	17,132	3
4 Accounts Receivable Clerk	19,460	18,837	19,460	19,460	31	17,325	4
5 Benefits Clerk					2		1
6 Clerk Typist	12,600	15,888	16,601	18,411	36	15,376	7
7 Credit and Collection Clerk					7		1
8 Customer Service Representative	14,934	17,421	14,934	22,221	33	22,358	5
9 File Clerk		17,563	17,630		14	17,395	2
10 General Clerk	14,290	15,759	14,513	16,692	35	16,962	5
11 Mail Clerk	14,586	15,718	14,586	17,649	5	15,451	3
12 Payroll Clerk	16,120	19,265	20,345	21,389	6	18,202	4
13 Personnel Clerk					1		1
14 Purchasing Clerk		16,438	16,438		2	16,438	2
15 Shipping/Receiving Clerk	18,305	18,735	18,305	18,305	18	19,396	3
16 Switchboard Operator/Receptionist	16,463	17,791	18,463	18,463	20	17,333	9
SECRETARIAL POSITIONS							
17 Word Processing Operator	17,004	18,614	19,817	19,817	38	17,888	4
18 Secretary/Administrative Assistant	19,970	20,701	21,200	21,200	84	19,604	7
19 Senior Secretary/Administrative Assistant	23,088	23,395	23,680	23,680	51	22,686	5
20 Executive Secretary/Executive Assistant	25,766	26,307	26,229	26,229	19	26,771	7
PROFESSIONAL POSITIONS							
21 Buyer	26,705	26,746	26,705	26,705	13	26,946	3
22 Purchasing Agent					1		1
23 Accountant	32,300	31,574	32,300	34,008	11	30,114	3
24 Senior Accountant	28,888	32,986	32,084	37,250	7	32,953	5
25 Auditor					1		1
26 Senior Auditor					1		1
29 Benefits Specialist		26,755	28,277		3	25,995	2
30 Personnel Assistant					4		1
31 Training and Development Specialist					2		1
DATA PROCESSING POSITIONS							
32 Data Entry Operator					6		1
33 Senior Data Entry Operator					2		1
34 Computer Operator	22,388	25,760	30,446	30,446	9	21,918	4
35 Senior Computer Operator		36,281	36,281		2	36,281	2
36 Programmer	21,736	24,634	22,900	29,266	3	24,634	3
37 Systems Analyst	28,580	28,605	30,316	30,316	8	25,753	3
38 Programmer/Analyst	36,402	36,522	36,402	37,227	25	35,500	4
39 Senior Programmer/Analyst	43,500	44,472	43,819	44,138	12	45,778	4
40 PC Specialist	28,026	30,091	31,512	32,156	4	29,617	3

TABLE : A-58

METROPOLITAN AREAS

Research Triangle, NC

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,958	17,411	17,492	18,792	25	17,502	8
2 Senior Accounting Clerk	20,338	22,102	24,095	24,095	23	21,819	8
3 Accounts Payable Clerk	18,343	18,921	18,343	18,677	13	19,713	5
4 Accounts Receivable Clerk	15,182	19,730	19,283	24,278	4	19,730	4
5 Benefits Clerk	16,716	19,906	19,192	22,865	6	19,906	6
6 Clerk Typist	15,023	17,011	18,408	18,408	49	17,238	5
7 Credit and Collection Clerk	11,440	14,536	11,440	17,842	27	15,827	3
8 Customer Service Representative	18,987	18,832	18,987	18,987	176	19,981	7
9 File Clerk	13,210	14,193	13,210	16,300	79	15,112	5
10 General Clerk	11,440	12,765	11,440	14,155	54	14,346	5
11 Mail Clerk	13,049	14,356	14,091	14,544	20	15,320	6
12 Payroll Clerk	17,200	18,949	17,730	21,633	10	19,066	7
13 Personnel Clerk	15,873	19,735	16,607	23,596	4	21,022	3
14 Purchasing Clerk	19,200	23,177	21,408	24,800	5	23,177	5
15 Shipping/Receiving Clerk	13,052	15,870	16,386	18,400	14	15,668	5
16 Switchboard Operator/Receptionist	14,940	15,917	16,033	16,500	20	15,648	9
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,600	17,292	18,720	18,720	31	16,916	7
18 Secretary/Administrative Assistant	16,948	17,720	16,948	17,865	65	19,460	9
19 Senior Secretary/Administrative Assistant	17,837	20,160	19,172	21,759	40	21,263	8
20 Executive Secretary/Executive Assistant	21,048	25,351	23,309	29,852	27	28,353	8
PROFESSIONAL POSITIONS							
21 Buyer	21,986	35,824	32,685	52,800	3	35,824	3
22 Purchasing Agent	27,432	31,784	30,380	37,540	3	31,784	3
23 Accountant	23,075	27,238	24,840	28,721	23	31,158	7
24 Senior Accountant	32,645	32,894	32,645	32,645	13	34,328	5
25 Auditor	31,500	35,614	33,910	39,300	6	35,955	5
26 Senior Auditor		44,479	44,479		2	44,479	2
28 Compensation Analyst	26,795	34,227	30,784	45,103	3	34,227	3
29 Benefits Specialist	24,180	27,603	27,540	27,540	5	27,618	4
30 Personnel Assistant		25,196	15,243		3	30,173	2
31 Training and Development Specialist	28,900	33,474	28,900	39,500	5	36,524	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,883	14,986	14,534	16,465	129	15,509	10
33 Senior Data Entry Operator	18,734	18,781	18,735	18,735	49	18,544	6
34 Computer Operator	18,811	20,686	19,831	21,828	35	21,281	8
35 Senior Computer Operator	22,953	23,647	22,953	24,486	21	25,322	4
36 Programmer	32,646	32,803	32,646	32,646	24	33,588	4
37 Systems Analyst	29,832	35,781	29,832	40,224	9	40,540	5
38 Programmer/Analyst	30,045	32,063	30,045	30,767	38	34,746	6
39 Senior Programmer/Analyst	33,741	38,093	39,281	40,070	31	41,180	6
40 PC Specialist	31,355	34,668	31,355	31,355	5	36,877	3

TABLE : A-59

METROPOLITAN AREAS
Richmond, VA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,170	19,150	17,206	23,890	79	17,200	14
2 Senior Accounting Clerk	20,115	21,337	21,962	21,962	38	20,080	10
3 Accounts Payable Clerk	18,910	19,336	18,910	18,910	47	20,180	4
4 Accounts Receivable Clerk	19,000	20,919	21,400	21,400	6	20,678	4
5 Benefits Clerk	20,545	21,331	20,545	20,545	24	20,850	3
6 Clerk Typist	14,700	16,052	16,833	16,833	36	15,688	6
7 Credit and Collection Clerk	15,112	17,518	15,112	20,760	13	18,008	3
8 Customer Service Representative	19,287	19,387	19,287	19,466	164	19,638	5
9 File Clerk	13,338	13,488	13,338	13,338	50	14,320	8
10 General Clerk	13,813	14,774	14,082	16,077	48	15,081	10
11 Mail Clerk	13,271	15,107	14,992	16,715	34	15,570	10
12 Payroll Clerk	16,242	19,276	20,545	20,545	34	19,101	9
13 Personnel Clerk	23,250	23,551	24,177	24,177	22	21,432	4
14 Purchasing Clerk	19,300	27,448	29,120	33,393	14	22,369	6
15 Shipping/Receiving Clerk		14,980	14,784		4	15,177	2
16 Switchboard Operator/Receptionist	15,360	15,966	15,913	17,200	34	15,312	13
SECRETARIAL POSITIONS							
17 Word Processing Operator	17,000	18,358	18,943	18,943	37	18,001	10
18 Secretary/Administrative Assistant	17,287	19,002	18,129	20,340	87	18,555	12
19 Senior Secretary/Administrative Assistant	20,583	21,835	21,830	21,830	176	22,012	16
20 Executive Secretary/Executive Assistant	24,268	25,783	24,268	28,255	156	25,022	13
PROFESSIONAL POSITIONS							
21 Buyer	29,120	29,310	29,120	29,120	7	29,563	3
22 Purchasing Agent	30,500	35,968	40,937	40,937	7	32,241	4
23 Accountant	21,489	25,671	25,740	28,460	53	27,419	12
24 Senior Accountant	31,038	31,103	31,038	31,038	33	30,262	8
25 Auditor	29,726	31,067	31,464	31,464	11	31,018	6
26 Senior Auditor	37,035	39,761	37,035	39,809	7	42,472	3
27 Collector		27,534	26,189		3	28,207	2
28 Compensation Analyst		29,732	29,536		15	30,026	2
29 Benefits Specialist	21,259	27,326	28,000	30,376	13	29,163	6
30 Personnel Assistant	22,300	24,873	24,970	25,000	13	24,830	9
31 Training and Development Specialist	28,037	28,243	28,037	29,536	32	26,976	9
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,107	16,297	15,382	18,943	43	16,174	11
33 Senior Data Entry Operator	17,748	18,395	18,332	19,532	27	18,143	7
34 Computer Operator	18,498	20,125	20,326	21,054	36	20,375	12
35 Senior Computer Operator	21,080	22,084	21,297	21,297	32	22,647	10
36 Programmer	29,026	30,155	30,028	32,197	41	29,942	10
37 Systems Analyst	45,304	45,544	45,304	45,304	44	44,713	6
38 Programmer/Analyst	33,297	34,628	34,261	36,270	101	32,950	13
39 Senior Programmer/Analyst	39,584	40,554	40,718	40,718	92	39,488	10
40 PC Specialist	31,800	34,199	33,798	37,993	11	32,769	6

METROPOLITAN AREAS

Rockford, IL

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,750	15,075	15,075	15,600	12	15,000	9
2 Senior Accounting Clerk	17,472	17,566	17,789	17,789	11	17,470	7
3 Accounts Payable Clerk	15,600	16,471	15,618	17,368	16	16,941	10
4 Accounts Receivable Clerk	15,600	17,781	16,101	17,400	10	18,327	8
5 Benefits Clerk	16,431	18,555	18,875	20,679	4	18,555	4
6 Clerk Typist	14,777	14,889	14,821	14,821	33	15,479	6
7 Credit and Collection Clerk	16,584	16,827	16,584	16,584	14	17,717	3
8 Customer Service Representative	18,733	21,099	19,783	24,500	47	19,993	9
9 File Clerk		15,525	15,866		4	15,183	2
10 General Clerk	11,817	16,493	18,806	18,806	15	14,829	5
11 Mail Clerk	11,440	14,103	14,831	16,037	3	14,103	3
12 Payroll Clerk	17,680	19,313	18,658	20,280	10	20,026	8
13 Personnel Clerk	14,040	15,410	14,142	16,016	7	15,543	5
14 Purchasing Clerk	14,200	16,832	15,550	20,332	12	17,531	10
15 Shipping/Receiving Clerk	18,347	20,002	20,696	21,875	15	19,286	10
16 Switchboard Operator/Receptionist	14,003	15,324	14,003	17,056	25	16,886	12
SECRETARIAL POSITIONS							
17 Word Processing Operator		18,658	17,993		9	20,988	2
18 Secretary/Administrative Assistant	16,785	17,613	16,785	19,004	40	17,861	11
19 Senior Secretary/Administrative Assistant	17,500	19,423	19,766	21,000	25	19,989	10
20 Executive Secretary/Executive Assistant	22,880	24,535	24,896	25,725	18	24,525	13
PROFESSIONAL POSITIONS							
21 Buyer	25,072	28,007	28,260	31,284	11	27,530	8
22 Purchasing Agent	31,000	33,221	35,100	37,248	10	32,052	7
23 Accountant	24,880	28,200	29,897	30,852	16	27,338	8
24 Senior Accountant	32,840	35,941	33,692	37,632	6	36,561	5
25 Auditor					1		1
27 Collector		18,375	18,375		4	18,375	2
28 Compensation Analyst					1		1
29 Benefits Specialist					1		1
30 Personnel Assistant	21,492	24,602	23,286	26,450	6	24,866	5
31 Training and Development Specialist		27,218	27,218		2	27,218	2
DATA PROCESSING POSITIONS							
32 Data Entry Operator	16,332	16,437	17,181	17,181	8	16,251	7
33 Senior Data Entry Operator	17,784	19,025	19,971	20,141	6	18,467	4
34 Computer Operator	16,600	17,776	16,600	17,140	19	19,457	9
35 Senior Computer Operator	20,114	23,167	22,984	23,877	7	23,635	5
36 Programmer	24,200	25,889	24,796	30,408	7	26,227	6
37 Systems Analyst	31,800	35,096	31,800	40,000	6	37,293	4
38 Programmer/Analyst	31,160	31,553	32,578	33,996	7	31,041	5
39 Senior Programmer/Analyst	37,117	38,873	37,700	39,098	12	39,504	5
40 PC Specialist		34,665	34,665		2	34,665	2

METROPOLITAN AREAS
San Francisco, CA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	16,453	19,395	20,400	20,400	24	20,521	6
2 Senior Accounting Clerk	24,333	26,532	25,102	29,380	21	26,560	7
3 Accounts Payable Clerk	22,554	22,749	22,607	22,944	5	22,796	4
4 Accounts Receivable Clerk					13		1
5 Benefits Clerk	23,462	23,922	23,462	23,462	8	24,687	3
6 Clerk Typist	18,264	20,650	20,985	22,626	10	20,435	5
7 Credit and Collection Clerk	26,008	25,052	27,948	27,948	26	24,324	4
8 Customer Service Representative	23,352	23,548	23,352	23,352	531	24,503	5
9 File Clerk	14,770	17,433	16,126	21,210	38	17,119	8
10 General Clerk	15,072	16,287	15,072	15,072	52	18,520	5
11 Mail Clerk	21,408	20,821	21,408	21,408	76	18,216	10
12 Payroll Clerk	17,772	21,842	18,720	25,700	19	24,765	7
13 Personnel Clerk	15,888	17,073	15,888	15,888	28	20,715	4
14 Purchasing Clerk	20,508	20,607	20,508	20,508	16	21,864	4
15 Shipping/Receiving Clerk	25,404	25,277	25,404	25,404	521	21,964	8
16 Switchboard Operator/Receptionist	20,524	21,478	22,300	23,592	34	21,033	12
SECRETARIAL POSITIONS							
17 Word Processing Operator	20,265	22,583	24,113	24,409	46	24,734	8
18 Secretary/Administrative Assistant	23,592	24,834	25,530	25,977	144	24,452	12
19 Senior Secretary/Administrative Assistant	22,308	25,901	26,136	27,626	115	27,396	13
20 Executive Secretary/Executive Assistant	25,165	29,712	30,025	34,438	71	34,315	12
PROFESSIONAL POSITIONS							
21 Buyer	27,795	29,636	31,032	31,032	12	28,874	3
22 Purchasing Agent	34,456	38,895	34,976	51,192	11	36,431	6
23 Accountant	23,607	27,437	25,440	30,433	48	29,517	6
24 Senior Accountant	32,908	34,429	35,000	35,000	17	34,699	6
25 Auditor		32,490	33,075		6	32,198	2
26 Senior Auditor	41,058	42,634	44,076	44,076	9	41,192	5
27 Collector	19,789	22,854	19,789	28,584	10	27,072	3
28 Compensation Analyst	30,408	33,596	34,608	35,771	3	33,596	3
29 Benefits Specialist	28,008	31,849	32,892	34,646	3	31,849	3
30 Personnel Assistant	36,720	43,101	45,000	52,716	9	38,294	6
31 Training and Development Specialist	34,344	35,026	35,609	35,609	7	34,250	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator	20,844	21,404	22,680	22,680	237	20,506	12
33 Senior Data Entry Operator	26,430	26,613	27,267	28,104	6	25,680	3
34 Computer Operator	22,944	24,143	24,278	24,615	29	24,446	7
35 Senior Computer Operator	26,967	31,099	32,556	32,556	22	30,008	6
36 Programmer	28,843	32,015	30,768	36,588	19	32,270	4
37 Systems Analyst	47,208	45,722	47,208	47,208	17	38,789	3
38 Programmer/Analyst	37,692	39,422	38,011	38,737	62	41,627	8
39 Senior Programmer/Analyst	44,291	45,485	44,291	45,610	66	47,452	8
40 PC Specialist	35,676	37,962	37,396	43,156	11	36,663	6

TABLE : A-62

METROPOLITAN AREAS

Santa Rosa / Petaluma, CA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	17,300	17,449	17,350	18,126	9	17,016	4
2 Senior Accounting Clerk	16,300	18,784	18,800	21,252	3	18,784	3
3 Accounts Payable Clerk	14,000	16,246	16,931	17,808	3	16,246	3
4 Accounts Receivable Clerk					1		1
5 Benefits Clerk	15,100	18,153	18,540	20,820	3	18,153	3
6 Clerk Typist					1		1
7 Credit and Collection Clerk		15,536	15,536		2	15,536	2
8 Customer Service Representative	15,020	15,862	16,488	16,488	36	15,509	3
9 File Clerk					1		1
10 General Clerk					2		1
11 Mail Clerk					1		1
12 Payroll Clerk					1		1
13 Personnel Clerk		18,254	18,254		2	18,254	2
15 Shipping/Receiving Clerk		14,277	13,716		3	14,558	2
16 Switchboard Operator/Receptionist	12,000	13,529	12,968	15,250	8	14,446	5
SECRETARIAL POSITIONS							
17 Word Processing Operator	17,500	18,837	19,178	19,947	8	18,618	3
18 Secretary/Administrative Assistant	19,000	19,439	19,918	19,918	15	19,098	4
19 Senior Secretary/Administrative Assistant		24,292	24,292		2	24,292	2
20 Executive Secretary/Executive Assistant	22,932	24,036	24,024	25,140	4	24,040	3
PROFESSIONAL POSITIONS							
21 Buyer		30,525	33,000		4	28,050	2
22 Purchasing Agent					2		1
23 Accountant		27,504	27,504		2	27,504	2
24 Senior Accountant					2		1
25 Auditor		34,002	34,002		2	34,002	2
26 Senior Auditor					1		1
27 Collector					1		1
30 Personnel Assistant	22,000	24,197	22,000	25,248	6	26,393	3
31 Training and Development Specialist					1		1
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,712	15,051	14,712	15,000	7	15,504	3
33 Senior Data Entry Operator		22,100	22,100		2	22,100	2
34 Computer Operator	20,000	20,097	20,100	20,100	6	20,127	3
35 Senior Computer Operator		26,183	22,000		3	28,274	2
37 Systems Analyst					2		1
38 Programmer/Analyst		31,516	32,274		3	31,137	2
40 PC Specialist		32,700	32,700		2	32,700	2

METROPOLITAN AREAS

Seattle, WA

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	17,088	17,662	17,160	18,564	51	18,377	18
2 Senior Accounting Clerk	21,052	23,239	23,540	25,738	33	23,237	18
3 Accounts Payable Clerk	15,860	17,957	17,705	18,886	40	18,608	20
4 Accounts Receivable Clerk	17,100	17,765	17,100	17,500	35	18,422	13
5 Benefits Clerk		17,680	17,680		2	17,680	2
6 Clerk Typist	16,364	17,707	16,640	20,202	13	17,770	10
7 Credit and Collection Clerk	16,890	17,719	16,945	19,136	20	17,862	9
8 Customer Service Representative	19,544	20,719	20,300	20,495	165	20,169	23
9 File Clerk	12,688	14,119	14,717	14,717	35	14,652	14
10 General Clerk	12,212	14,962	12,212	17,534	62	16,579	10
11 Mail Clerk	14,560	16,007	16,243	17,180	31	16,046	19
12 Payroll Clerk	16,800	19,064	19,350	21,071	17	19,968	12
13 Personnel Clerk	17,160	18,765	18,400	20,400	11	18,801	10
14 Purchasing Clerk	17,867	18,636	17,888	18,660	19	19,010	12
15 Shipping/Receiving Clerk	16,040	19,221	17,940	21,412	37	18,588	19
16 Switchboard Operator/Receptionist	15,724	16,838	16,500	17,400	50	17,120	34
SECRETARIAL POSITIONS							
17 Word Processing Operator	18,389	20,704	20,850	21,060	30	20,567	14
18 Secretary/Administrative Assistant	17,930	18,932	18,821	18,821	95	19,543	26
19 Senior Secretary/Administrative Assistant	19,966	22,009	22,000	23,803	52	22,415	16
20 Executive Secretary/Executive Assistant	23,100	27,692	26,700	31,000	47	27,239	24
PROFESSIONAL POSITIONS							
21 Buyer	24,630	30,860	34,650	37,906	45	28,083	12
22 Purchasing Agent	27,926	30,505	27,926	36,965	39	29,000	15
23 Accountant	23,000	27,513	26,165	31,278	32	27,637	16
24 Senior Accountant	30,000	34,989	34,703	40,019	18	36,192	13
25 Auditor		35,664	35,664		2	35,664	2
26 Senior Auditor	36,240	38,120	38,120	40,000	3	38,120	3
27 Collector	25,867	25,707	25,867	27,040	6	25,626	4
28 Compensation Analyst	15,787	27,662	31,200	36,000	3	27,662	3
29 Benefits Specialist	28,213	33,011	28,810	37,810	4	33,011	4
30 Personnel Assistant	23,431	27,373	27,152	30,500	16	26,749	10
31 Training and Development Specialist		39,900	39,900		2	39,900	2
DATA PROCESSING POSITIONS							
32 Data Entry Operator	16,780	17,168	17,000	17,700	58	17,302	19
33 Senior Data Entry Operator	20,020	22,453	21,531	25,390	12	22,552	9
34 Computer Operator	18,720	21,083	19,662	25,091	26	20,561	11
35 Senior Computer Operator	19,820	23,268	22,152	29,254	20	23,402	11
36 Programmer	25,474	27,991	28,800	30,975	12	28,200	8
37 Systems Analyst	31,288	38,534	39,720	45,500	12	38,464	5
38 Programmer/Analyst	34,200	33,917	34,620	35,088	24	33,097	9
39 Senior Programmer/Analyst	38,064	39,713	39,530	39,530	22	40,016	12
40 PC Specialist	27,000	31,186	28,984	34,200	9	31,186	9

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METROPOLITAN AREAS
St. Louis, MO

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	13,836	15,824	15,905	17,080	138	16,180	45
2 Senior Accounting Clerk	17,800	20,981	22,127	23,250	146	20,215	41
3 Accounts Payable Clerk	15,300	16,524	16,242	17,850	94	16,783	42
4 Accounts Receivable Clerk	16,890	17,161	17,297	17,724	82	17,104	29
5 Benefits Clerk	16,492	18,512	19,248	19,269	25	18,439	16
6 Clerk Typist	12,952	14,389	14,332	16,049	79	14,300	24
7 Credit and Collection Clerk	14,939	16,628	15,750	19,269	65	17,791	18
8 Customer Service Representative	15,752	18,036	17,998	20,124	308	19,169	30
9 File Clerk	8,590	10,613	9,785	11,980	62	12,665	18
10 General Clerk	13,366	13,730	13,366	14,230	305	14,900	25
11 Mail Clerk	12,852	13,755	13,487	14,820	100	13,891	40
12 Payroll Clerk	15,906	18,461	18,468	19,800	83	19,177	41
13 Personnel Clerk	14,754	17,882	16,441	21,270	38	17,785	25
14 Purchasing Clerk	15,995	17,719	17,589	18,593	41	17,796	28
15 Shipping/Receiving Clerk	13,562	16,674	16,068	17,390	67	17,536	23
16 Switchboard Operator/Receptionist	13,502	15,473	15,392	16,653	117	16,055	58
SECRETARIAL POSITIONS							
17 Word Processing Operator	15,236	17,530	16,460	20,080	93	17,680	31
18 Secretary/Administrative Assistant	15,180	17,151	16,125	18,815	475	17,743	47
19 Senior Secretary/Administrative Assistant	17,528	19,905	20,340	21,762	560	20,357	47
20 Executive Secretary/Executive Assistant	20,531	23,523	24,167	26,082	326	24,615	54
PROFESSIONAL POSITIONS							
21 Buyer	23,555	28,991	25,980	33,600	34	26,356	19
22 Purchasing Agent	26,068	33,353	31,464	38,700	43	32,465	27
23 Accountant	24,380	27,569	25,800	31,200	131	26,769	46
24 Senior Accountant	27,401	33,946	33,560	41,085	53	32,727	19
25 Auditor	21,009	27,074	26,800	33,000	58	27,930	17
26 Senior Auditor	28,458	34,734	35,715	38,300	56	34,790	16
27 Collector	17,406	18,415	17,406	18,889	82	20,332	10
28 Compensation Analyst	28,500	30,990	29,412	31,039	13	29,877	9
29 Benefits Specialist	24,403	26,977	27,150	30,112	25	27,102	20
30 Personnel Assistant	20,313	27,480	23,918	30,775	40	24,521	26
31 Training and Development Specialist	31,031	34,564	35,344	35,344	21	33,728	10
DATA PROCESSING POSITIONS							
32 Data Entry Operator	15,180	15,470	15,180	16,284	133	15,676	26
33 Senior Data Entry Operator	17,460	18,450	17,460	19,135	67	19,044	16
34 Computer Operator	17,345	19,245	18,050	20,590	98	18,616	33
35 Senior Computer Operator	20,169	23,125	24,035	25,000	66	23,159	26
36 Programmer	22,504	27,052	27,588	27,588	41	28,133	17
37 Systems Analyst	34,068	39,547	44,100	44,150	68	37,371	21
38 Programmer/Analyst	28,592	31,018	31,577	33,862	158	31,485	38
39 Senior Programmer/Analyst	36,360	37,781	38,770	39,775	207	37,924	29
40 PC Specialist	24,978	27,928	27,092	33,643	42	27,864	29

METROPOLITAN AREAS
Syracuse, NY

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	14,326	14,946	15,340	15,340	12	14,495	4
2 Senior Accounting Clerk	15,652	18,914	21,630	21,630	14	16,927	3
3 Accounts Payable Clerk	17,320	16,942	17,320	17,320	12	17,248	3
4 Accounts Receivable Clerk	13,000	14,441	14,144	15,600	7	14,248	3
5 Benefits Clerk		17,940	17,940		2	17,940	2
6 Clerk Typist	12,000	12,840	12,000	13,728	10	13,457	5
7 Credit and Collection Clerk	14,040	16,765	16,328	20,696	11	17,330	5
8 Customer Service Representative	15,860	19,623	21,495	21,495	34	20,200	4
9 File Clerk	11,750	11,761	11,750	11,750	5	11,769	3
10 General Clerk					5		1
11 Mail Clerk	12,320	13,019	13,450	13,450	16	12,293	4
12 Payroll Clerk	13,500	15,283	13,500	16,640	6	17,067	3
13 Personnel Clerk		21,370	21,370		2	21,370	2
14 Purchasing Clerk					1		1
15 Shipping/Receiving Clerk		18,594	18,594		4	18,594	2
16 Switchboard Operator/Receptionist	14,560	15,979	16,796	17,080	7	15,979	7
SECRETARIAL POSITIONS							
17 Word Processing Operator	13,500	15,035	13,867	17,000	10	15,811	4
18 Secretary/Administrative Assistant	18,013	18,997	18,800	18,800	16	20,769	4
19 Senior Secretary/Administrative Assistant	21,000	20,906	21,515	21,515	33	19,510	3
20 Executive Secretary/Executive Assistant	24,000	26,187	28,251	28,629	19	25,283	6
PROFESSIONAL POSITIONS							
21 Buyer		19,733	19,030		4	20,435	2
22 Purchasing Agent		27,848	21,672		3	30,936	2
23 Accountant	26,000	26,660	26,000	28,400	5	26,300	3
24 Senior Accountant		34,333	36,000		3	33,500	2
25 Auditor					1		1
26 Senior Auditor		41,241	40,612		3	41,556	2
27 Collector					1		1
30 Personnel Assistant	23,504	26,481	26,810	28,560	6	26,065	5
31 Training and Development Specialist	29,120	32,440	32,700	35,500	3	32,440	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator		14,144	14,144		2	14,144	2
33 Senior Data Entry Operator	15,912	18,104	19,000	19,000	18	18,054	4
34 Computer Operator	15,704	19,196	19,212	22,672	6	19,200	4
35 Senior Computer Operator		23,750	23,800		8	23,600	2
36 Programmer					2		1
37 Systems Analyst	31,992	37,864	38,000	43,600	3	37,864	3
38 Programmer/Analyst		30,811	31,123		10	29,562	2
39 Senior Programmer/Analyst	35,900	37,681	38,598	41,296	6	35,865	3
40 PC Specialist		21,922	21,922		2	21,922	2

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METROPOLITAN AREAS

Tulsa, OK

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	16,127	19,344	17,800	23,411	55	18,487	10
2 Senior Accounting Clerk	22,867	24,225	22,867	27,165	91	22,967	12
3 Accounts Payable Clerk	18,152	18,877	18,152	18,700	9	19,237	5
4 Accounts Receivable Clerk	17,676	19,326	17,676	20,713	8	20,975	4
5 Benefits Clerk	16,328	18,496	16,359	21,300	6	19,580	4
6 Clerk Typist		15,129	14,584		4	15,674	2
7 Credit and Collection Clerk	14,456	18,396	17,028	23,724	30	19,227	6
8 Customer Service Representative	23,052	26,106	23,052	31,493	73	27,385	5
9 File Clerk	11,835	13,766	11,835	15,600	19	16,038	6
10 General Clerk	14,976	17,159	17,436	19,349	38	16,845	8
11 Mail Clerk	13,868	15,116	15,600	16,059	9	15,116	9
12 Payroll Clerk	17,008	20,408	18,564	23,352	12	21,581	8
13 Personnel Clerk	16,786	18,212	17,423	20,280	7	18,962	4
14 Purchasing Clerk	16,779	17,587	17,700	17,700	12	17,782	6
15 Shipping/Receiving Clerk	14,685	15,952	14,685	17,603	18	16,492	5
16 Switchboard Operator/Receptionist	15,550	16,724	16,031	18,302	16	16,883	13
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,163	17,676	17,448	18,000	17	17,487	8
18 Secretary/Administrative Assistant	17,339	18,607	17,616	19,922	81	18,700	12
19 Senior Secretary/Administrative Assistant	21,391	22,291	21,679	21,840	95	22,325	9
20 Executive Secretary/Executive Assistant	24,000	25,818	24,852	29,616	83	25,979	14
PROFESSIONAL POSITIONS							
21 Buyer	22,100	28,771	25.304	37,836	15	31,341	7
22 Purchasing Agent	36,168	39,531	40,861	44,496	19	36,018	8
23 Accountant	28,000	29,593	28,000	33,467	33	30,692	11
24 Senior Accountant	33,000	36,593	33,000	40,699	37	37,810	9
25 Auditor	30,275	35,680	33,509	35,847	7	37,533	4
26 Senior Auditor	39,988	42,117	39,988	46,950	7	42,635	3
27 Collector		25,407	25,407		2	25,407	2
28 Compensation Analyst	26,874	31,912	32,042	36,821	3	31,912	3
29 Benefits Specialist	29,454	43,847	46,880	58,240	4	43,847	4
30 Personnel Assistant	25,044	28,269	25,650	32,893	6	28,269	6
31 Training and Development Specialist		60,952	60,952		2	60,952	2
DATA PROCESSING POSITIONS							
32 Data Entry Operator	14,252	15,189	15,288	15,877	19	15,571	7
33 Senior Data Entry Operator	19,176	19,536	20,230	20,230	17	19,057	6
34 Computer Operator	18,209	19,583	18,209	22,361	29	20,032	9
35 Senior Computer Operator	22,375	23,154	23,987	24,037	11	23,043	8
36 Programmer	29,750	31,125	32,640	32,640	15	30,572	4
37 Systems Analyst	39,310	39,662	39,310	39,310	44	38,844	7
38 Programmer/Analyst	35,909	35,998	35,992	35,992	31	35,813	8
39 Senior Programmer/Analyst	35,586	42,740	40,834	53,079	27	43,236	7
40 PC Specialist	26,450	34,438	37,455	37,455	10	36,095	3

METROPOLITAN AREAS

Westchester, NY

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	18,800	20,373	19,816	21,000	50	21,548	14
2 Senior Accounting Clerk	22,500	23,814	23,900	23,900	33	23,969	10
3 Accounts Payable Clerk	18,000	19,653	19,547	21,000	27	19,941	16
4 Accounts Receivable Clerk	18,750	20,199	20,000	21,350	21	21,119	10
5 Benefits Clerk	21,400	22,800	22,600	24,200	4	22,800	4
6 Clerk Typist	17,013	17,319	17,718	17,718	27	17,024	7
7 Credit and Collection Clerk	21,000	21,474	21,000	23,418	25	20,375	4
8 Customer Service Representative	23,600	23,965	23,600	27,500	231	22,045	16
9 File Clerk	15,626	16,034	16,000	16,390	16	16,146	7
10 General Clerk	18,000	18,435	18,000	19,100	38	19,118	8
11 Mail Clerk	16,100	17,609	16,150	20,800	43	18,833	17
12 Payroll Clerk	21,530	21,494	21,784	22,355	11	21,366	9
13 Personnel Clerk	20,900	22,796	21,882	23,400	10	23,609	7
14 Purchasing Clerk	22,000	22,048	22,000	23,200	14	22,314	8
15 Shipping/Receiving Clerk	15,821	18,159	15,821	21,346	31	19,585	12
16 Switchboard Operator/Receptionist	18,000	18,791	18,713	19,600	35	18,650	19
SECRETARIAL POSITIONS							
17 Word Processing Operator	19,150	20,863	20,825	21,800	16	21,558	6
18 Secretary/Administrative Assistant	22,360	23,506	23,081	25,000	214	22,806	16
19 Senior Secretary/Administrative Assistant	25,700	27,133	27,900	28,400	194	27,121	16
20 Executive Secretary/Executive Assistant	29,020	32,133	33,275	35,000	74	33,288	18
PROFESSIONAL POSITIONS							
21 Buyer	30,153	33,217	34,086	35,412	6	32,775	3
22 Purchasing Agent	30,250	38,965	35,370	46,990	8	38,965	8
23 Accountant	25,620	31,500	34,000	34,300	21	30,120	7
24 Senior Accountant	29,750	34,862	33,540	40,000	15	35,770	9
25 Auditor	31,530	37,829	39,000	42,956	3	37,829	3
26 Senior Auditor					2		1
27 Collector	21,000	23,416	22,976	22,976	9	25,612	3
29 Benefits Specialist	29,600	32,854	32,200	38,000	6	32,984	5
30 Personnel Assistant	26,941	30,236	29,377	33,750	13	30,094	11
31 Training and Development Specialist	37,802	41,351	41,750	44,900	4	40,168	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator	16,700	16,871	16,700	16,712	27	17,824	6
33 Senior Data Entry Operator	20,100	20,851	20,350	21,602	4	21,101	3
34 Computer Operator	22,000	22,567	22,000	23,000	19	22,759	9
35 Senior Computer Operator	24,650	27,420	27,800	27,800	21	28,153	11
36 Programmer	34,400	34,772	34,400	34,400	20	33,032	6
37 Systems Analyst	44,500	44,433	44,500	44,500	21	44,888	4
38 Programmer/Analyst	34,800	40,260	38,300	46,100	48	38,874	12
39 Senior Programmer/Analyst	42,377	48,689	52,800	52,800	28	44,893	8
40 PC Specialist	34,900	36,573	34,900	40,000	8	37,243	6

METROPOLITAN AREAS
Winston-Salem, NC

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	15,059	14,764	15,059	15,322	22	14,022	5
2 Senior Accounting Clerk	17,735	19,528	20,020	21,320	4	18,930	3
3 Accounts Payable Clerk		14,400	14,400		2	14,400	2
4 Accounts Receivable Clerk		13,576	12,915		16	15,558	2
5 Benefits Clerk					1		1
7 Credit and Collection Clerk		17,405	17,722		7	16,611	2
8 Customer Service Representative		18,538	18,893		9	18,360	2
9 File Clerk		12,247	13,270		9	11,735	2
10 General Clerk		14,658	14,789		6	14,395	2
11 Mail Clerk					2		1
12 Payroll Clerk	12,200	17,400	15,000	25,000	3	17,400	3
13 Personnel Clerk					2		1
14 Purchasing Clerk		17,652	16,702		4	18,601	2
15 Shipping/Receiving Clerk					2		1
16 Switchboard Operator/Receptionist	14,211	14,087	14,211	14,211	58	13,371	5
SECRETARIAL POSITIONS							
17 Word Processing Operator	16,089	16,846	16,729	17,680	8	17,046	3
18 Secretary/Administrative Assistant	15,078	16,385	17,139	17,139	189	16,554	4
19 Senior Secretary/Administrative Assistant	19,198	19,049	19,198	19,198	146	17,775	3
20 Executive Secretary/Executive Assistant	17,970	19,597	20,925	20,925	97	19,987	5
PROFESSIONAL POSITIONS							
21 Buyer	20,000	23,591	24,773	26,000	3	23,591	3
22 Purchasing Agent					1		1
23 Accountant	28,000	29,333	30,000	30,000	3	29,333	3
24 Senior Accountant					1		1
25 Auditor		28,500	28,500		2	28,500	2
26 Senior Auditor					1		1
28 Compensation Analyst		25,245	24,868		3	25,434	2
29 Benefits Specialist					3		1
30 Personnel Assistant	17,000	17,982	17,714	18,964	4	18,309	3
31 Training and Development Specialist	29,048	33,548	30,095	38,048	4	34,698	3
DATA PROCESSING POSITIONS							
32 Data Entry Operator	13,645	14,079	13,645	13,645	10	14,368	3
33 Senior Data Entry Operator					1		1
35 Senior Computer Operator					1		1
36 Programmer		25,622	27,138		7	25,369	2
37 Systems Analyst					2		1
38 Programmer/Analyst		34,867	36,025		3	34,288	2
39 Senior Programmer/Analyst		39,583	40,000		3	39,375	2
40 PC Specialist					1		1

METROPOLITAN AREAS

Edmonton, Alberta (Canadian Dollars)

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk		22,797	23,626		17	22,619	2
2 Senior Accounting Clerk	27,348	29,237	27,348	34,416	26	27,991	4
3 Accounts Payable Clerk	23,412	26,326	28,692	28,692	11	24,542	5
4 Accounts Receivable Clerk					1		1
5 Benefits Clerk		27,357	27,672		3	27,199	2
6 Clerk Typist		22,386	23,626		27	21,533	2
7 Credit and Collection Clerk					23		1
8 Customer Service Representative		31,069	31,092		76	30,966	2
9 File Clerk		19,985	19,985		14	19,985	2
10 General Clerk		20,184	19,704		59	22,062	2
11 Mail Clerk	18,192	19,009	18,192	19,167	16	19,737	4
12 Payroll Clerk	28,500	28,353	28,500	28,500	11	26,815	3
13 Personnel Clerk		29,858	31,380		8	25,290	2
14 Purchasing Clerk	24,074	28,311	29,948	32,547	4	26,898	3
15 Shipping/Receiving Clerk					5		1
16 Switchboard Operator/Receptionist	22,500	22,435	23,626	23,626	46	21,233	4
SECRETARIAL POSITIONS							
18 Secretary/Administrative Assistant	23,232	25,714	26,153	27,816	34	24,870	4
19 Senior Secretary/Administrative Assistant	31,368	29,952	31,368	31,368	112	26,551	5
20 Executive Secretary/Executive Assistant	33,948	36,179	40,248	40,248	46	31,781	5
PROFESSIONAL POSITIONS							
21 Buyer	34,240	37,959	38,864	43,488	8	34,909	3
22 Purchasing Agent	33,600	47,251	54,132	54,132	9	47,176	3
23 Accountant	40,116	42,521	40,116	40,145	35	42,478	4
24 Senior Accountant	49,392	50,888	49,392	56,028	20	49,120	3
25 Auditor		44,643	49,362		7	43,857	2
26 Senior Auditor		49,695	45,888		4	53,502	2
27 Collector		34,001	35,076		18	32,658	2
29 Benefits Specialist	34,080	44,623	34,080	61,476	5	42,520	3
30 Personnel Assistant	28,200	30,223	30,506	32,812	6	29,171	3
31 Training and Development Specialist		48,312	48,312		2	48,312	2
DATA PROCESSING POSITIONS							
32 Data Entry Operator		23,186	23,880		16	22,770	2
33 Senior Data Entry Operator	26,820	26,669	26,820	26,820	5	26,568	3
34 Computer Operator	24,840	24,995	25,452	25,452	11	24,388	3
35 Senior Computer Operator		34,176	38,376		5	33,126	2
36 Programmer	30,396	40,942	30,900	56,796	20	36,549	4
37 Systems Analyst	39,924	44,097	47,076	47,076	42	40,164	3
38 Programmer/Analyst		46,785	47,076		30	42,714	2
39 Senior Programmer/Analyst	44,640	52,999	57,420	57,420	28	50,236	3
40 PC Specialist	43,860	49,478	51,372	51,372	5	50,720	3

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METROPOLITAN AREAS

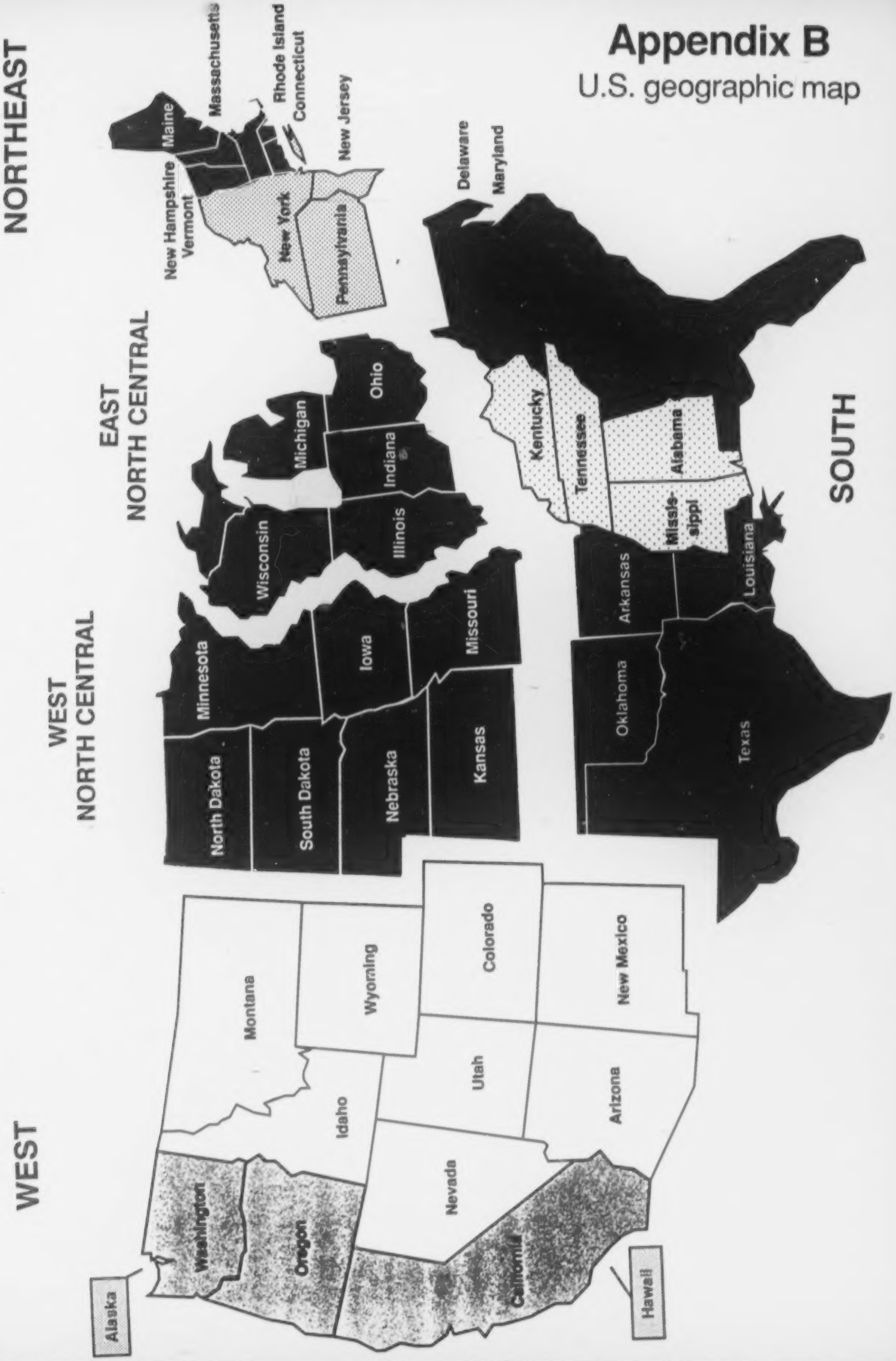
Metropolitan Toronto-Grand Valley-South/Central Ontario (Canadian Dollars)

ADMINISTRATIVE MANAGEMENT SOCIETY COPYRIGHT © 1991	ANNUAL SALARY AS OF FEBRUARY 1, 1991					ANNUAL SALARY	
	First Quartile	Employee Average	Employee Median	Third Quartile	Number of Employees	Company Average	Number of Companies
CLERICAL POSITIONS							
1 Accounting Clerk	21,150	22,538	21,996	22,500	28	22,561	15
2 Senior Accounting Clerk	25,688	27,482	26,450	30,732	20	27,515	10
3 Accounts Payable Clerk	21,840	22,824	22,070	23,829	29	23,191	17
4 Accounts Receivable Clerk	21,996	24,065	22,000	27,820	41	23,698	15
5 Benefits Clerk	25,083	24,609	25,200	25,200	20	23,268	6
6 Clerk Typist	19,550	20,105	21,000	21,000	5	19,881	4
7 Credit and Collection Clerk	22,578	24,662	23,920	29,536	11	23,384	8
8 Customer Service Representative	21,996	22,649	21,996	25,000	76	23,742	16
9 File Clerk	20,922	21,553	20,922	22,677	25	21,184	6
10 General Clerk	19,000	20,933	22,421	22,421	63	20,488	12
11 Mail Clerk	19,966	20,601	19,966	23,504	22	20,060	10
12 Payroll Clerk	21,790	25,286	25,696	26,600	23	25,451	16
13 Personnel Clerk	24,206	24,961	24,253	26,906	6	25,112	5
14 Purchasing Clerk	21,000	24,593	22,817	26,832	14	25,088	11
15 Shipping/Receiving Clerk	16,520	19,688	17,500	19,900	21	22,317	9
16 Switchboard Operator/Receptionist	20,438	21,494	21,996	22,700	34	21,361	27
SECRETARIAL POSITIONS							
17 Word Processing Operator	26,810	27,658	27,820	27,820	72	26,755	7
18 Secretary/Administrative Assistant	25,489	27,168	27,100	27,646	88	24,867	18
19 Senior Secretary/Administrative Assistant	29,007	29,909	29,007	30,584	67	30,766	10
20 Executive Secretary/Executive Assistant	31,300	33,761	33,135	35,336	31	33,702	16
PROFESSIONAL POSITIONS							
21 Buyer	33,167	34,996	33,167	38,181	19	35,138	7
22 Purchasing Agent	31,694	43,862	40,181	53,378	9	42,502	8
23 Accountant	22,650	34,069	31,000	39,000	9	37,332	7
24 Senior Accountant		45,926	44,235		4	47,618	2
25 Auditor		26,812	26,812		2	26,812	2
27 Collector	24,908	27,362	24,908	30,156	5	28,997	3
28 Compensation Analyst	32,850	35,586	35,160	39,659	5	35,586	5
29 Benefits Specialist	31,425	35,051	37,500	41,522	7	33,727	4
30 Personnel Assistant	25,324	31,441	31,500	37,500	3	31,441	3
31 Training and Development Specialist	40,000	42,371	40,000	42,530	6	43,557	4
DATA PROCESSING POSITIONS							
32 Data Entry Operator	20,072	21,482	20,822	26,946	28	21,706	11
33 Senior Data Entry Operator	25,922	27,894	28,010	29,866	4	27,894	4
34 Computer Operator	27,160	26,730	27,716	28,409	20	25,662	11
35 Senior Computer Operator	30,348	31,513	30,732	34,814	17	30,947	9
36 Programmer	31,400	36,412	40,072	40,072	72	31,915	13
37 Systems Analyst	37,500	39,278	40,700	41,000	11	39,295	7
38 Programmer/Analyst	40,248	42,482	44,930	44,930	85	39,306	12
39 Senior Programmer/Analyst	44,000	48,994	50,459	52,817	44	46,482	7
40 PC Specialist	31,500	36,381	34,000	46,849	8	34,637	7

APPENDIX B

Appendix B

U.S. geographic map


NORTHEAST
Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut
New York
New Jersey
Pennsylvania
Delaware
Maryland
EAST NORTH CENTRAL
Ohio
Michigan
Indiana
Illinois
Wisconsin
WEST NORTH CENTRAL
Minnesota
Iowa
Missouri
North Dakota
South Dakota
Nebraska
Kansas
SOUTH
Kentucky
Tennessee
Alabama
Missis-sippi
Louisiana
Arkansas
Oklahoma
Texas
WEST
Montana
Wyoming
Colorado
New Mexico
Idaho
Utah
Arizona
Nevada
Washington
Oregon
California
Alaska
Hawaii

APPENDIX C

APPENDIX C

AMS 1991 Office, Professional and Data Processing Salary Survey - Position Descriptions

CLERICAL POSITIONS

1.) **ACCOUNTING CLERK** - Checks, verifies and posts journal vouchers, accounts payable vouchers, billing, payroll, or other simple accounting data of a recurring or standard nature.

2.) **SENIOR ACCOUNTING CLERK** - Maintains a complete set of accounting records in a small office, or handles one phase of accounting in a larger unit. Reconciles entries; prepares accounting reports; analyzes accounting records to determine causes of results shown; etc. May direct work of other clerks.

3.) **ACCOUNTS PAYABLE CLERK** - Processes invoices from vendors. Reconciles vendor invoices with internal records. Contacts vendors.

4.) **ACCOUNTS RECEIVABLE CLERK** - Handles all phases of billing and collection. Prepares and follows up on payment requisitions.

5.) **BENEFITS CLERK** - Performs clerical tasks relating to the administration of benefits programs. Maintains employee records and claim histories.

6.) **CLERK TYPIST** - Produces drafts and/or finished typed copies of documents from a variety of originators. Form and content usually follow standard guidelines. May perform other clerical duties.

7.) **CREDIT AND COLLECTION CLERK** - Performs clerical tasks related to credit and collection activities. Includes performing routine credit checks; obtaining supplementary information; investigating overdue accounts; and following up by mail and/or phone to customers on delinquent payments.

8.) **CUSTOMER SERVICE REPRESENTATIVE** - Provides guidance and assistance to customers regarding problems with accounts or merchandise. Duties include order-taking; searching records; investigating problems/complaints; policy interpretation; response preparation and adjustment; and correction of records.

9.) **FILE CLERK** - Performs general alphabetical and numeric filing, sorting and cross referencing. Locates and removes material upon request and keeps records of its deposition. Maintains and updates files according to an established system. May deliver files, copy material from files and purge outdated material.

10.) **GENERAL CLERK** - Performs basic office or clerical duties on short assignments and tasks which are highly structured in accordance with established procedures.

11.) **MAIL CLERK** - Sorts and opens incoming mail for distribution. Sorts, stamps and dispatches outgoing mail. May distribute and collect mail in-house.

12.) **PAYROLL CLERK** - Prepares input for each payroll including salary adjustments, special payments, tax allocations, and audits, and balances payrolls. Assists in preparation of payment and payroll taxes. Prepares appropriate journal entries for dispensing of salaries.

13.) **PERSONNEL CLERK** - Performs clerical tasks relating to personnel activities. Includes checking employment applications for completed information; administering pre-employment tests; maintaining attendance records; following up with new employees regarding insurance and benefit information; and assisting with projects.

14.) **PURCHASING CLERK** - Draws up purchase orders. Verifies specifications of purchase requests. Obtains prices and specifications. Compiles records, such as items purchased or transferred between departments, prices, deliveries and inventories. Confers with suppliers concerning deliveries. May verify bills from suppliers with bids and purchase orders.

15.) **SHIPPING/RECEIVING CLERK** - Performs manual and clerical duties related to the receipt and shipments of goods. Maintains records and processes paperwork for goods received and shipped according to established procedures.

16.) **SWITCHBOARD OPERATOR/RECEPTIONIST** - Receives and directs incoming calls; greets visitors; performs basic clerical tasks.

SECRETARIAL POSITIONS

17.) **WORD PROCESSING OPERATOR** - Uses word processing equipment to input and edit typed documents with established quality and time standards. Proofreads and edits own work. Equipment includes the use of standard word processing system or personal computer with word processing software.

18.) **SECRETARY/ADMINISTRATIVE ASSISTANT** - Performs a standard range of secretarial duties in a smaller company or for a supervisor in a larger firm. Duties may include taking dictation; transcribing from notes and/or dictation equipment; screening calls; making appointments; handling travel arrangements; answering routine correspondence and maintaining filing systems.

19.) **SENIOR SECRETARY/ADMINISTRATIVE ASSISTANT** - Performs standard and advanced secretarial duties for a smaller company or for middle management personnel in a larger company. Composes and/or takes and transcribes correspondence of a complex and confidential nature. Position requires knowledge of company policy.

20.) **EXECUTIVE SECRETARY/EXECUTIVE ASSISTANT** - Performs a full range of secretarial and administrative duties for member of executive staff. Handles project oriented duties and may be held accountable for the timely completion of these tasks. Relieves executive of routine administrative detail. Position requires an in-depth knowledge of company practice, structure and high degree of secretarial/administrative skills.

PROFESSIONAL POSITIONS

21.) **BUYER** - Reports to purchasing manager or purchasing agent, procure and expedites materials and services. Obtains quotes, generates and processes requisitions, and maintains related records.

22.) **PURCHASING AGENT** - Reports to purchasing manager, procures materials, components, supplies, equipment and services at favorable cost, consistent with quality and schedules. Investigates and recommends sources of supply and recommends purchases through contractual arrangements of effective cost savings. Supervises and trains buyers, expediters and clerks. Negotiates directly with manufacturers and suppliers.

23.) **ACCOUNTANT** - Assures that the assigned day-to-day operations are carried out in accordance with established accounting principles, policies and objectives. Compiles and analyzes variety of accounting data, prepares and audits journal entries, analyzes accounts, audits ledgers, reconciles accounts and prepares related reports.

24.) **SENIOR ACCOUNTANT** - Responsible for establishing and implementing new or revised accounting policies and procedures. Participates in decision-making sessions with managers in applying financial data and information to the solution of administrative and operating problems.

25.) **AUDITOR** - Examines all financial records, invoicing; accounting books as well as payroll, equipment and inventory records. Implements and maintains practices to systematically appraise and verify accounting accuracy. Ensures the consistent application of accepted accounting principles and adherence to corporate practices.

26.) **SENIOR AUDITOR** - Responsible for planning the audit. Determines the aspects to emphasize, methods to be used, and develops nonstandard or specialized audit aids, such as questionnaires. Evaluates methods used for determining depreciation rates of equipment; evaluates the reliability of accounting and reporting systems; evaluates the basis for cost and price setting; evaluates accounting procurement and supply management records, controls, and many others. Independently plans and conducts audits of complete accounts and related operations.

27.) **COLLECTOR** - Responsible for bringing in delinquent and bad debts. Contacts customers who have not responded to invoices or collection form letters. Works with delinquent customers to establish or revise payment schedules. Investigates other reasons for nonpayment, such as financial hardship, or dissatisfaction with the product or service.

28.) **COMPENSATION ANALYST** - Collects, analyzes, and develops occupational data relative to jobs, job qualifications, and employee characteristics as a basis for compensating employees in a fair, equitable, and uniform manner. Evaluates jobs and determines appropriate wage or salary levels in accordance with their difficulty and responsibility; independently conducts or participates with representatives in other companies in conducting compensation surveys. Reviews changes in wages and salaries indicated by surveys and recommends changes in pay scales.

29.) **BENEFITS SPECIALIST** - Responsible for administration of pension and savings plans. Responsibilities include retirement calculations, computerized database development, report generation, and assisting in coordination of generation and assisting in coordination of group benefit programs. Also specializes in group insurance, pensions and cash compensation programs.

30.) **PERSONNEL ASSISTANT** - Performs a wide range of personnel duties, including interviewing and screening applicants, counseling employees, preparing job descriptions, investigating grievances or complaints and preparing reports under the direction of the personnel manager or other personnel official.

31.) **TRAINING AND DEVELOPMENT SPECIALIST** - Charged with improving employee productivity and retention by teaching a wide variety of skills. Work in areas ranging from organizational development to stress management, conflict resolution, management development, supervisory-skills training, sales and sales management and the operation of technical equipment.

DATA PROCESSING POSITIONS

32.) **DATA ENTRY OPERATOR** - Operates data entry equipment to record and/or verify from source documents. Corrects errors. Follows a generally standardized pattern of operations.

33.) **SENIOR DATA ENTRY OPERATOR** - Operates data entry equipment to record and/or verify data from source documents. Corrects errors. May assist the supervisor by providing work, leadership and technical guidance to data entry operators. Assists in training and instructing data entry operators.

34.) **COMPUTER OPERATOR** - Operates computer equipment using established programs; loads computer and operates console in accordance with programmed instructions. Observes functioning of equipment. Detects and reports nature of errors or equipment failure and makes simple console adjustments.

35.) **SENIOR COMPUTER OPERATOR** - Operates computer utilizing established programs; handles wide range of tasks of varying complexity. Troubleshoots program errors or equipment failures. Instructs or gives limited directions to less experienced operators. Maintains operating records.

36.) **PROGRAMMER** - Analyzes problems outlined by systems analyst and outlines detailed equipment requirements. Designs detailed flowcharts; verifies program logic by preparing test data for trial runs; tests and debugs programs; prepares run sheets for routine programs. May do coding from flowcharts. Evaluates and modifies existing programs.

37.) **SYSTEMS ANALYST** - Formulates statements of business problems and devises procedures for solution of the problems. Competent to work at the highest technical level of systems analysis activities; generally works independently on projects.

38.) **PROGRAMMER/ANALYST** - Participates in systems analysis and program design activities. Handles complex projects involving extensive technical expertise. Interfaces with users to determine information requirements of the new or modified system; defines the applications problem; determines systems specifications; prepares logic flowcharts, codes and documentation; devises standard systems procedures.

39.) **SENIOR PROGRAMMER/ANALYST** - Participates in systems analysis and program design activities. Handles complex projects involving extensive technical expertise. Interfaces with users to determine the need for, use of, and informational requirements of the new or modified system. Defines the applications problem and determines system verification methods and standard systems procedures.

40.) **PC SPECIALIST** - Provides technical support for personal computer systems and networks. Investigates information needs of company or department and makes recommendation about hardware and software purchases. Oversees installation and provides user training. Performs some programming.

APPENDIX D

Administrative Management Society

1101 Fourteenth Street, N.W., Suite 1100
Washington, D.C. 20005
(202) 371-8299 Fax: (202) 371-1090

1991 SALARY SURVEY QUESTIONNAIRE

Covering Office, Professional, Data Processing and Management Positions
For Salaries Effective February 1, 1991

AMS Chapter Name ____________________ **Company Code: M**_____ **NM** _____

Chapter Chairperson Name & Phone ____________________

IMPORANT — PLEASE READ

1. **Complete the identifying information below.** We ask that you provide your name, address and phone number so that a) we may reach you to verify information, and b) be able to send you the final published report. **All the information in this survey is strictly confidential.**

2. **All data will be held in the strictest confidence by Association Research, Inc. an independent survey research firm. Under no circumstances will the names of participants or the information they provide be revealed. No company data will be shared with any AMS staff or member.**

3. **Report salary data effective February 1 for:**
   - **Comparable positions** in your company whose responsibilities are largely similar to those outlined in the accompanying position descriptions.
   - Employees located in your **metropolitan area only.**

4. **Report average salaries.** If more than one employee is assigned to the position, report the average salary of all employees in the position. If there is only one position, report the actual salary for that employee.

5. **Return your completed questionnaire by February 22nd** to: ASSOCIATION RESEARCH, INC., 15850 CRABBS BRANCH WAY, SUITE 160, ROCKVILLE, MD 20855 or Fax (301) 948-1435.

HOW TO OBTAIN YOUR COMPLIMENTARY COPIES OF THE COMPLETED SURVEY REPORT

As a participant in this survey, you are entitled to complimentary copies of the *1991 AMS Office, Professional and Data Processing Salaries Report* and *1991 AMS Management Salaries Report* when they are available. If you would like the complete report sent to you, please complete the information below. We thank you for your contribution to the 1991 survey series.

Please check the report(s) you are interested in receiving. As a participant, you will only be invoiced for the survey's $10 shipping and handling charge.

☐ 1991 AMS Office, Professional and Data Processing Salaries Report ($250 value)
☐ 1991 AMS Management Salaries Report ($150 value)

NAME ____________________
COMPANY ____________________
ADDRESS ____________________
CITY ____________________ **STATE/PROV** __________ **ZIP/POST** _____
TELEPHONE ____________________

PLEASE RETURN THIS QUESTIONNAIRE TO:
ASSOCIATION RESEARCH, INC., 15850 CRABBS BRANCH WAY, SUITE 160, ROCKVILLE, MD 20855 (OR FAX) (301) 948-1435.

PROFILE INFORMATION

1) Primary type of business (*Check one*)

☐ Manufacturing
☐ Construction
☐ Banking
☐ Finance
☐ Insurance
☐ Business Service
☐ Healthcare Service
☐ Retail
☐ Wholesale Sales & Distribution
☐ Utilities
☐ Transportation
☐ Communications
☐ Education
☐ Government
☐ Associations/Non Profit
☐ Other____________________

2) Number of company employees in your metropolitan area (*Check one*)

☐ 1-100 employees
☐ 101-250 employees
☐ 251-500 employees
☐ 501-1,000 employees
☐ 1,000 + employees

3) Your city ______________________________ State______________

4) If AMS member, your chapter ______________________________

5) What is your company's salary increase budget for non-exempt (hourly) employees for 1991 and 1992? Report to the nearest tenth of percent, such as 4.9%)

Approved 1991: ______________ % Planned 1992: ______________ %

6) What is your company's salary increase budget for exempt (salaried) employees for 1991 and 1992?

Approved 1991: ______________ % Planned 1992: ______________ %

7) What is your average workweek? ________ hours

1991 OFFICE, PROFESSIONAL AND DATA PROCESSING SALARY SURVEY

For 40 Positions - Salaries Effective February 1, 1991

NOTE: *Round ANNUAL salaries to nearest whole dollar. Report rates for full-time, permanent employees in your metropolitan area only. Do not include overtime pay, shift differentials, bonuses or any extra compensation which is not paid regularly.*

POSITION	ANNUAL STARTING RATE *	ANNUAL AVERAGE RATE **	NUMBER OF EMPLOYEES IN THIS POSITION
CLERICAL POSITION			
1. Accounting Clerk			
2. Senior Accounting Clerk			
3. Accounts Payable Clerk			
4. Accounts Receivable Clerk			
5. Benefits Clerk			
6. Clerk Typist			
7. Credit and Collection Clerk			
8. Customer Service Representative			
9. File Clerk			
10. General Clerk			
11. Mail Clerk			
12. Payroll Clerk			
13. Personnel Clerk			
14. Purchasing Clerk			
15. Shipping/Receiving Clerk			
16. Switchboard Operator/Receptionist			

* *Report starting rate for position as of February 1, 1991. If not available, write N.A.*
** *If more than one employee, report average for all employees in the position; if only one employee, report actual rate.*

POSITION	ANNUAL STARTING RATE *	ANNUAL AVERAGE RATE **	NUMBER OF EMPLOYEES IN THIS POSITION
SECRETARIAL POSITIONS			
17. Word Processing Operator			
18. Secretary/Administrative Assistant			
19. Senior Secretary/Administrative Assistant			
20. Executive Secretary/Executive Assistant			
PROFESSIONAL POSITIONS			
21. Buyer			
22. Purchasing Agent			
23. Accountant			
24. Senior Accountant			
25. Auditor			
26. Senior Auditor			
27. Collector			
28. Compensation Analyst			
29. Benefits Specialist			
30. Personnel Assistant			
31. Training and Development Specialist			
DATA PROCESSING POSITIONS			
32. Data Entry Operator			
33. Senior Data Entry Operator			
34. Computer Operator			
35. Senior Computer Operator			
36. Programmer			
37. Systems Analyst			
38. Programmer/Analyst			
39. Senior Programmer/Analyst			
40. PC Specialist			

** Report starting rate for position as of February 1, 1991. If not available, write N.A.*
*** If more than one employee, report average for all employees in the position; if only one employee, report actual rate.*

MANAGEMENT SALARY SURVEY

For 40 Positions - Salaries Effective February 1, 1991

NOTE: *Round ANNUAL salaries to nearest whole dollar. Report rates for full-time, permanent employees in your metropolitan area only. Do not include overtime pay, shift differentials, bonuses or any extra compensation which is not paid regularly.*

POSITION	ANNUAL STARTING RATE *	ANNUAL AVERAGE RATE **	NUMBER OF EMPLOYEES IN THIS POSITION
41. Accounting Manager			
42. Auditing Manager			
43. Branch Manager			
44. Building Services/ Facilities Manager			
45. Compensation and Benefits Manager			
46. Computer Operations Manager			
47. Controller			
48. Credit & Collection Manager			
49. Customer Service Manager			
50. Data Processing Manager			
51. Employment Manager			
52. Human Resources (Personnel) Manager			
53. Marketing Manager			
54. Office/Administrative Services Manager			
55. Payroll Manager			
56. Purchasing Manager			
57. Records Manager			
58. Sales Manager			
59. Accounts Payable Manager			
60. Computer Operations Manager			
61. Data Entry Supervisor			
62. Mailroom Supervisor			

WE WELCOME YOUR INPUT!

How can these surveys better meet your needs? What positions would you like to see covered? Please write your comments in the space below. ______________________

---

* *Report starting rate for position as of February 1, 1991. If not available, write N.A.*

** *If more than one employee, report average for all employees in the position; if only one employee, report actual rate.*